

HPL
Board of Trustees

**Meeting Agenda
December 12, 2007
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – November 14, 2007

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Budget Report
2. Revenue Report
3. Payment Library Bills
4. Trustee Gift Fund
5. Trustee Endowment
6. Friends Book Sale
7. Pay 2008 NYSALB dues
8. Authorize \$75 for Staff Party in January

COMMITTEE REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

1. Discuss maturation/disposition and interest in all Board held CDs/accounts
2. Present Slate of Officers for next year

FUTURE AGENDA ITEMS

1. Election of Officers
2. Review Board By-Laws and Statement of Policy

FUTURE ACTIVITIES

NEXT MEETING – January 9, 2007

ADJOURN

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Present: Tina Thompson, Jim Gaudet, David Pogue, Pat Bernhard and Liz Schnucker. Absent: Virdell Robbins and Janet Zinck.

The meeting was called to order at 6:18 p.m. by President, Jim Gaudet.

The minutes were corrected to show when Liz left the November meeting and then approved.

CORRESPONDENCE

“Make a Difference Day” RHAFT (Rush Henrietta Area Food Terminal) sent a thank you for the library’s collection of non perishable items.

Thank you from the Rush-Henrietta ESL teachers for their Family Night program here at the library. The families were given a tour and information on the library. Many got their own library cards.

Ellen Glena received a thank you and a donation of \$50.00 from one of the members of the Wizard Rock Band program at the library. Their music is all about Harry Pottter. With the wonderful turnout, Ellen is planning to have the program again next year.

Wegmans sent a thank you in response to Rosanne Rosella’s comment on the excellent programs they did at the library.

The Town Board Resolution for the November 2007 Budget transfers request was received.

A \$100.00 unrestricted donation was received from Lake Country Investment Club.

Adair Jensen has donated \$53.32 restricted for Audio Visual materials and a large-print book.

DIRECTOR’S REPORT

Motion: Tina Thompson

To declare Inventory # 2488 Citizen Printer, unusable, Inventory # 2456 small set of catalog drawers from Local History, no longer needed, and Inventory # 3084 HP Deskjet 895c printer, inoperable.

Seconded: Liz Schnucker

Motion carried unanimously

The LLSA (Local Library State Aid) check of \$12,099 has been received and given to the Town Finance Office.

The Board of Trustees Gift Fund has received \$420.46 from The Bon-Ton and Macy’s 2007 Community Day fundraiser.

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Motion: Tina Thompson
The Director may carry over 12 days vacation to 2008.
Seconded: Jim Gaudet
Motion carried unanimously

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

Motion: Tina Thompson
To approve Abstract # 12 Claims 271 – 309 for a total amount \$41,956.72.
Seconded: David Pogue
Motion carried unanimously

HSBC Checking Account 10/10 – 11/8/07 total balance available \$20,800.21 less restricted funds \$3,979.74 for net funds available \$16,820.47.

The three Certificates of Deposit have been renewed for 6 months to mature on 5/24/08. The current year's interest on the HPL Gift Fund CD, in the amount of \$821.38, has been deposited in the HPL Board Checking Account for use in the Children's Room renovation. The total accumulated interest from the bequest fund was reinvested for a six month period and will be withdrawn when this matures in May. The money will be used to pay for the refurbishing of the Children's Area.

The Friends Bank Account has a total of \$8,729.81.

The Board tabled paying the 2008 NYSALB membership dues until January.

Motion: Jim Gaudet
Authorize the Treasurer to pay \$75.00 from Unrestricted Trustee Gift Fund towards the Staff Holiday Party.
Seconded: Liz Schnucker
Motion carried unanimously

The meeting was adjourned at 7:13 p.m. by President, Jim Gaudet.

Respectfully submitted,

Liz Schnucker