

HPL
Board of Trustees

**Meeting Agenda
June 9, 2010
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – May 12, 2010

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

COMMITTEE REPORTS

Short break for the Board to attend the Book Shoppe's open house.

UNFINISHED BUSINESS

1. Budget discussion

NEW BUSINESS

1. Review Emergency Exit Procedure
2. Review Exhibits/Display Policy

FUTURE AGENDA ITEMS

1. Board adopt budget
2. Review Patron Comments
3. Review Patron Rules of Conduct
4. New York State Open Meetings Law

FUTURE ACTIVITIES

NEXT MEETING – July 14, 2010

ADJOURN

Present: Pat Bernhard, Janet Zinck, Melanie Phillips, Tina Thompson, Anna Jannes, Lynn Neill

Absent: Virdell Robbins and Jim Gaudet

Guest: Supervisor Michael Yudelson

The meeting was called to order at 6:20 p.m. by President, Tina Thompson.

The minutes of May 12, 2010 were corrected and approved.

CORRESPONDENCE

- The July 2010 Henrietta Public Library calendar of events was in everyone's packet.
- The NYLA Bulletin Spring 2010 was received.
- The library received a Certificate of Appreciation from the US Census Bureau for its involvement and support of the 2010 Census.

Thank you notes were received from:

- Jack Driscoll for the books the board purchased for the library collection in honor of his retirement from public service.
- Jean Delfs, judge for the Minerva Campbell Literary Contest, for the pen given to her from the library in appreciation of volunteer week.
- The 2nd graders in Mrs. Rush's class from Sherman Elementary to children's librarian Ellen Xydias, on their recent visit to the library.

DIRECTOR'S REPORT

May statistics were reviewed.

The state aid (LSA) that we have received in the past (\$12,000) should not be included when the 2011 Library Budget is constructed. There will be at least one cut to the already-decreased amount we received last year and there may also be a mid-year cut. The steadily decreasing state funding for the Monroe County Library System may require the entire amount of any money in LSA funds go to the MCLS rather than any of the member libraries. In short, we could receive zero state money this year.

There will be a Carl.X demonstration June 17. This upgrade to our current library automation software will be done through County and City CIP (Capital Improvement Project) approved funding.

A committee looked into expired cards in the system and determined that the majority of expired cards belong to adults and 2/3 of them do not have any fines connected to them. The committee has done some research and determined that many families have multiple cards but use only one for actively borrowing materials. The HPL Board suggested these cards be termed as "dormant or inactive" instead of "expired."

We have received various comments concerning the lack of sufficient street-side signage for the library. The name of the library on top of the building is obscured by foliage for much of the year. The Board is making a request to the town to investigate getting a lighted sign placed near the driveway on Calkins Road.

Alicia Reinhardt, Reference Librarian, and Local History Librarian and John Funt, former Reference Librarian and Local History Librarian, were honored with the Henrietta Heritage Award at the June 2 Town Board meeting for their contributions in helping the Town Historian in digitizing and mounting various databases on the library's web site to make them available to all residents on a 24-hour basis.

There was discussion on whether to deny internet usage to patrons with excessive outstanding fines on their library cards. This will be put on the July agenda.

A discussion on short-term disability benefits will also be on the July agenda.

At this point Supervisor Yudelson arrived to answer Board questions about revenues for past library budgets and discuss how he would like to proceed with budget building from this point on.

At 7:45 p.m. the meeting broke so that the board could attend the Book Shoppe's open house. The meeting resumed at 8 p.m.

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

Claims

Motion: Tina Thompson

To approve Abstract #6 Claims 104 – 131 for a total amount of \$41,769.73.

Seconded: Melanie Phillips

Motion carried unanimously.

HSBC Checking Account for the period of 4/9/10 – 5/10/10: The total balance available of \$10,242.11 less restricted funds in the amount of \$205.32* for net funds available \$10,036.79. (*Lynn had asked Virdell to transfer \$877.17 from restricted to unrestricted funds to reconcile.)

The Friends' account has a balance of \$6,624.53.

COMMITTEE REPORTS

The Minerva Campbell Literary Contest awards ceremonies were conducted and pictures of winners were taken on Monday at the library.

UNFINISHED BUSINESS

The 2011 Budget was discussed.

NEW BUSINESS

- The director will check to see if there are lights outside the emergency exit door in the magazine area.
- The Emergency Exiting Procedure/Fire Alarms procedure was reviewed with no changes made.
- The Exhibit/Display & Materials policy was reviewed with changes made and approved.
- The meeting was adjourned at 8:30 p.m. by President, Tina Thompson.

Respectfully submitted,

Melanie Phillips
Secretary