

HPL
Board of Trustees

**Meeting Agenda
September 8, 2010
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – August 11, 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

UNFINISHED BUSINESS

1. Deny internet usage to patrons with excessive outstanding amounts

NEW BUSINESS

FUTURE AGENDA ITEMS

1. New York State Open Meetings Law
2. Appoint Minerva Campbell Literary Contest Committee
3. Recommend a Trustee Replacement Appointment to Town Board
4. Short term disability discussion/change to the Personnel Policy

FUTURE ACTIVITIES

NEXT MEETING – October 13, 2010

ADJOURN

Present: Pat Bernhard, Jim Gaudet, Anna Jannes, Lynn Neill, Melanie Phillips, Virdell Robbins, Tina Thompson, and Janet Zinck.

The meeting was called to order at 6:25 p.m. by President Tina Thompson.

The minutes of August 11, 2010 were approved as submitted.

CORRESPONDENCE

A plaque and letter of appreciation were received from the U.S. Census Bureau for our participation in the 2010 census count.

The October 2010 Henrietta Public Library calendar of events was in everyone's board packet.

A note was received from Jim Breese regarding history books he donated to the library.

Pat sent a letter to the Harold Hacker Grant Review Committee for sponsorship of a "Teen Read" program.

The School of the Holy Childhood sent a thank you for our donation of seven VHS sing-a-long tapes for their collection.

Angela Rubin sent a thank you to Ellen Glens, Teen Librarian, for the summer's teen program and for the prize she won, which was a bag of autographed books.

The NYLA Bulletin Summer 2010 was received.

The group should have received invitations for the RIT Center for Student Innovation & Global Village reception on Thursday, October 7, 2010.

The Five Star Bank customer appreciation event is Tuesday, September 14, 2010 from 5:30 – 7:30 p.m.

DIRECTOR'S REPORT

The August statistics were reviewed.

Our cleaner has said that the carpets should ideally be thoroughly shampooed four times a year in order to sustain the longevity of the carpets. If four is not possible, then two complete cleanings and two heavy traffic areas should be the least amount done on an annual basis. Janet will check with the town to see if this can be put on a schedule.

A patron has made a complaint about another patron. This person in question may be someone we know but we have too little information to proceed on any disciplinary action. The complainant waited a number of days to inform us of the incident. None of the staff observed the interaction.

MCLS (Monroe County Library System) is in the process of considering asking the Rundel Foundation for funding to hire a lobbyist to put system concerns before local and state legislators.

MCLS has sent out a list of new blocking filters that have been applied. These blocked areas include:

- bad reputation domains
- BotNet
- hacking
- malicious code/virus
- phishing, and
- spyware.

Melanie will send sympathy cards to Mike Spuck's wife (he was our volunteer) and Ellen Xydias whose mother passed away recently.

A draft of the 2011 Holiday and Closed Days were submitted for approval.

Motion: Anna Jannes

To adopt the proposed 2011 Holiday and Closed Days as submitted by the Director.

Seconded: Virdell Robbins

Motion carried unanimously

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

Claims

Motion: Virdell Robbins

To approve Abstract # 9 Claims 173 – 201 for a total amount of \$27,215.81.

Seconded: Melanie Phillips

Motion carried (Jim Gaudet had stepped out of the room at the time of this vote.)

HSBC Checking Account for the period 7/10/10 – 8/9/10: The total balance available of \$11,267.93 less restricted funds \$817.85 for net funds available \$10,450.08.

Virdell and Tina went to Citizen's Bank and withdrew the last CD at that bank and opened another CD at Five Star Bank. The term is for 20 months with a maturity date of 4/30/12.

Pat will arrange to have all HPL Board minutes from 1958 to present microfilmed. We will physically keep only the last 5 years of hard copy.

The Friends Account for 7/2/10 had a balance of \$5,747.93 and as of 8/4/10 the balance is \$6,576.63.

UNFINISHED BUSINESS

An active library card will be required to log onto the public computers.

Motion: Tina Thompson

Beginning November 1, all computer users will be required to have an “active” library card – i.e. updated.

At the time of update, as is our usual practice, we will require that outstanding fines/fees be settled. MCLS does not require people to have an active card; an expired card may be used to sign on for computer use.

Seconded: Jim Gaudet

Motion carried unanimously

At the request of the MCLS Director, Pat asked the board for an endorsement to increase HPL’s share of member costs for 2011 to the County System to close a budget gap for which there are no other revenue streams available. All other public libraries in Monroe County have been requested to agree as well to this increase to their regular cost share. The System is currently receiving NYS support at 1998 levels. The board agreed that the system’s viability was imperative and that no other solution presented itself. Additionally, an endorsement for raising the “hold” fee (for materials unavailable immediately and requested to be reserved for patrons) would be raised from \$.50 to \$.75. The board also agreed that if this was necessary they were in agreement.

Janet shared that on Tuesday, September 28, 2010, there will be a ribbon cutting ceremony for the park dedicated to former Supervisor Jim Breese.

The meeting was adjourned at 8:15 p.m. by President, Tina Thompson.

Respectfully submitted,

Melanie Phillips
Secretary