

HPL
Board of Trustees

**Meeting Agenda
December 16, 2010
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – November 10, 2010

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Budget Report
2. Revenue Report
3. Payment Library Bills
4. Trustee Gift Fund
5. Trustee Endowment
6. Board to authorize LTA Membership Renewal (Library Trustees Association of NYS)
7. Friends Book Sale

COMMITTEE REPORTS

UNFINISHED BUSINESS

1. Short term disability proposal will be reviewed in March when the annual review of the Personnel Policy is done.

NEW BUSINESS

1. Present Slate of Officers for Next Year

FUTURE AGENDA ITEMS

1. New York State Open Meetings Law

FUTURE ACTIVITIES

NEXT MEETING – January 12, 2010

ADJOURN

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

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

The minutes of November 10, 2010 were filed as submitted.

CORRESPONDENCE

The January 2011 Henrietta Public Library calendar of events was in everyone's board packet.

The library received a thank you from Ember Brown for Girl Scout cookies purchased by board members.

The library a thank you from Rush-Henrietta Senior High and their "R.O.A.R." program for the board's donation of the Holds/Gift Cards to be used as a reward to students.

Andrea Taylor of the Rochester – Finger Lakes Regional Assistant to U.S. Senator Kirsten Gillibrand has provided the library with a copy of "A Guide to Education and Library Funding Opportunities and Incentives."

DIRECTOR'S REPORT

The November statistics were reviewed.

Monroe County Library System (MCLS) has a subscription to Survey Monkey - a free online survey software and questionnaire tool.

WOW (Words on Wheels) Mobile takes children's books to 24 day care centers twice a month, assists with story time, and offers training for daycare providers on reading to kids and using the library. The van that was to be purchased has been put on hold due to budget concerns. The librarian is using her own automobile.

The director has 12 days of vacation she would like to carry over to be used in January 2011.

Motion: Tina Thompson

To approve the director's request to carry over 12 days of vacation from 2010 to 2011.

Seconded: Virdell Robbins

Motion carried unanimously.

A date field will be added to the Community Room application form. Originally meant to be included, its omission from the form during the last revision was an oversight. Including the date is integral to the process of deciding whose application was in first.

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

The HSBC Checking Account for the time period of 10/9 – 11/8/2010 shows a total balance available of \$12,297.91, less restricted funds \$2,879.38, for net funds available in the amount of \$9,418.53.

The HSBC Checking Account for the time period of 11/9 – 12/8/10 shows a total balance available of \$13,293.18, less restricted funds \$3,548.56 ,for net funds available in the amount of \$9,744.62.

The Five Star Bank Certificate of Deposit Unrestricted Fund Account matures 12/30/10. Jim and Virdell will check the rates and decide what will be best for this CD.

Transfer funds

Motion: Melanie Phillips

Transfer \$2,000.00 from HSBC checking account to the Five Star Certificate of Deposit.

Seconded: Anna Jannes

Motion carried unanimously

The Friends Account has a balance of \$6,792.86 as of 11/4/10.

Respectfully submitted,

Melanie Phillips