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Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

Board of Trustees  
Minutes of January 11, 2017  
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Present: Tina Thompson, Brigid Ryan, Doug Roesch, Laura Osterhout, David McNitt, Sharon McCullough, Adrienne Furness, Tim Chapman and Lynn Neill.

Guest: Linda Szczesniak

Absent: Janet Zinck

The meeting was called to order at 6:35 pm by President David McNitt.

The minutes of December 14, 2016 were corrected to read \$98.15 PayPal checking account and \$7,428.42 partnership checking account net funds then approved.

### Correspondence

A patron sent a very nice email to Adrienne about Clerk Erin Denham who has always been so helpful and friendly.

A thank you was received from the Rush Henrietta Rotary Club for donations made by the staff for their project.

### Director's Report

The HPL Holiday Brunch is January 20, 2017.

The statistics were reviewed.

### Personnel Items

Motion: Tina Thompson

To approve the personnel items as listed in the Director's Report.

Seconded: Laura Osterhout

Motion carried

### Finances

The safety deposit box at Five Star is coming due in March. This is where the microfilm of the HPL Board Minutes are stored.

Two CDs have already been opened into bank accounts. The other two CDs that mature at the end of this month will be also put into accounts in anticipation of the formation of the foundation. By the end of the month the board will have no CDs.

The Paypal checking account balance for 12/1 - 12/31/16 is \$170.37.

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The partnership checking account net funds for 12/1 - 12/31/16 is \$7,142.29.

Overage in Restricted Funds

Motion: Tina Thompson

To approve the overage of the restricted donation (Adair Jensen) from the partnership unrestricted checking account in the amount of \$2.48.

Seconded: Doug Roesch

Motion carried

Payment of Library Bills

Motion: Tim Chapman

To approve Abstract #12 Revised, Claims 287-323 for a total of \$38,626.42.

Seconded: Tina Thompson

Motion carried

Payment of Library Bills

Motion: Tim Chapman

To approve Abstract #1, Claims 1-8 for a total of \$7,864.16.

Seconded: Sharon McCullough

Motion carried

The Revenue/Expense Control Report for December (not year-end final) was reviewed.

The Revenue/Expense Control Report for January was reviewed.

The Revenue Report for the Town was reviewed.

The Friends statement for 12/2/17 total balance of \$9,129.66.

**Committee Reports**

None

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### Unfinished Business

#### Foundation Update

Brigid Ryan reported that all members of the Friends will vote on the name change and to elect a new board for this organization based on its new name. This will be taking place around the middle of February.

#### Building Planning Update

The Town Board saw a presentation from Passero on what would be the next step in moving forward. The library board discussed the building of a new library.

### New Business

#### Election of Officers

Motion: Brigid Ryan

To direct the secretary to cast a single ballot for the Slate of Officers for 2017 as presented: Tina Thompson, President; David McNitt, Vice President; Brigid Ryan, Secretary; Doug Roesch, Treasurer.

Second: Sharon McCullough

Motion carried

#### Library Trustees Association of New York State Membership (\$225.00)

Motion: Laura Osterhout

To approve the expenditure of \$225.00 from partnership checking account unrestricted funds to renew the Library Trustee Association organizational membership.

Second: Doug Roesch

Motion carried

The Board Bylaws were reviewed with the correction of the typo.

The Statement of Policy of the Board of Trustees was reviewed with no changes made.

Two people have expressed interest in becoming a library trustee.

Tim Chapman will submit a formal letter to the Town Board on his resignation.

Reviewed Conflict of Interest Statement and each board member signed their copy.

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Authorize Library Director to Sign Contracts

Motion: Doug Roesch

To authorize the director to sign contracts up to \$25,000 for fiscal year 2017.

Seconded: Brigid Ryan

Motion carried

Authorize Library Director to Pay Payroll Prior to Audit

Motion: Tina Thompson

Authorize the director to pay payroll prior to audit for fiscal year 2017.

Seconded: Doug Roesch

Motion carried

Purchase additional copies of *Expect More* by David Lankes

Motion: Tina Thompson

To authorize the expenditure of an amount not to exceed \$60.00 from the partnership unrestricted checking account for 3 additional copies of *Expect More* by David Lankes.

Seconded: Laura Osterhout

Motion carried

Maturing Pam Mee Bequest and Catherine Finegan Bequest CDs

Motion: Tina Chapman

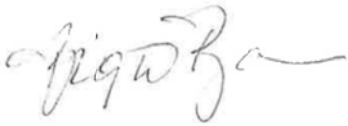
Motion to move the maturing 1/27/17 Pam Mee Bequest and Catherine Finegan Bequest CDs into separate cash accounts at Five Star to await transfer to the new foundation.

Seconded: Sharon McCullough

Motion carried

The meeting was adjourned by consensus at 7:30 pm by President David McNitt.

Respectfully submitted,



Brigid Ryan  
Secretary