



585.359.7092  
hplinfo@libraryweb.org

Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

## **Board of Trustees Meeting Agenda Wednesday, March 8, 2017 6:15 p.m.**

APPROVAL OF MINUTES - February 8, 2017

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Expense Control Report
2. Revenue Report
3. Payment Library Bills
4. Trustee Accounts
5. Trustee Endowment
6. Friends Account

COMMITTEE REPORTS

UNFINISHED BUSINESS

1. Foundation Update
2. Building Planning Update
3. Adding Public Comment to Order of Business Report and Discussion

NEW BUSINESS

1. Guest: Substitute Librarian and Programmer Christy Simons
2. Communication with Board  
Discussion: Is the way we're sharing board pre-reads working with you? Would you like us to scan and send the financials when they're done (usually the Friday or Monday before the meeting)? Are there any other improvements we can make to the way we're communicating?
3. Approve 2016 NYS Annual Report
4. Line-By-Line Review of Revenue/Expense Control Report
5. Review Personnel Manual

FUTURE AGENDA ITEMS

1. Review Collection Development Policy

FUTURE ACTIVITIES

NEXT MEETING - April 12, 2017

ADJOURN



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## Director's Report

### March 2017

Issued March 1, 2017

#### Sharing Stories

- On February 3, staff from our library and many other libraries in the region gathered here for a Conversation on Race and Poverty program arranged by Rochester Regional Library Council. I was proud of our staff's strong interest and participation in this program, and I thought it was an excellent and valuable experience. I'd love to see the facilitators come back to do more work with us.
- Assistant Director Jen Barth started a staff picks display where our patrons can find picks from specific staff members on one of the corners of the Circulation Desk. Take a minute to take a look at it and find a new book to love!
- On February 15, Annie Chwiecko from Senator Patrick Gallivan's office visited storytime to read a book and then meet with representatives from our library and other libraries in the region to talk about library needs.
- Sarah Brown, the Library Assistant from the Webster Public Library that Teen Services Librarian Ellen Glena is mentoring, came and observed the Teen Writing Group on February 21. Sarah works part time at Writers & Books and enjoyed listening to the stories written by the teens. She offered some positive critiques to the teen writers, and she can't wait to come back.

#### Early Literacy

- Children's Librarian Laura Lintz is taking a six-week online course, "Child Development, Library Space, and Behavior," through the University of Wisconsin, Madison.

#### How-To

- Teens had a great time learning how to play Zombies, a board game about surviving a zombie attack, at the Gaming for Geeks After Hours Program on February 10. They enjoyed pizza, pop, playing Pokéno, and killing zombies!

#### Technology Access

- Teen Services Librarian Ellen Glena is taking an online course offered by the University of Wisconsin, Madison. "Coding Together, Learning Together" is a four-week course that covers basic coding and introduces a variety of tools that can be used to start a Coding Club. Ellen plans to start a Coding Club for students ages 10-14 in the fall.



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### Developing Our Brand

- Library Assistant Cathy Lathrop, Clerk Kristen Shepherd, and Clerk Laura Dingman did a pop-up library at the Rec Department's Valentine's Party on February 11. Our staff mascot, TR, made an appearance and turned out to be the life of the party!
- Many staff members attended the excellent Customer Touchpoint program put on by our Continuing Ed Team on February 17. This set up the framework for the ongoing customer touchpoint evaluations that are a part of our strategic plan.
- A/V Librarian Nancy Maxwell and Bookkeeper/Adult Programmer Rosanne Rosella did a pop-up library at the Rec Department's Candy Bar Bingo program on February 24.

### Other

- **WE NEED YOU** to march with us in the town Memorial Day Parade! This year's parade will be on Sunday, May 21. Lineup will start at noon at the high school, and the parade will start at 1:00pm. Your participation will give the library stronger presence and visibility, which is always important, but is even more important in a year when we intend to take a building project to voters. Please put the date on your calendars now!
- I am including an updated list of commonly used vendors in your packets to help you decipher our monthly bills abstract.
- I am very happy to report that Clerk Vicki Rusinko is back to work!

### Personnel Items (To Approve)

- Katherine Cummings began work as a Library Page at a rate of \$9.70/hour effective February 7, 2017.

### Selected Meetings, Trainings, and Events Attended

- Feb. 3: Conversation on Race and Poverty (RRLC Program)
- Feb. 7: Meeting with Rosanne Rosella
- Feb. 7: Causewave Change on Tap: Avoiding Burnout
- Feb. 10: Town Staff Meeting
- Feb. 13: Programming Team Meeting
- Feb. 13: Town Board Workshop
- Feb. 14: Town Wellness Committee Meeting
- Feb. 14: Meeting with Rosanne Rosella
- Feb. 14: Bicentennial Committee Meeting
- Feb. 15: Meeting with Annie Chwiecko, Aide to Senator Patrick Gallivan
- Feb. 15: Causewave Event
- Feb. 15: Town Board Meeting



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- Feb. 16: HPL Continuing Ed Session/Customer Touchpoints
- Feb. 17: Meeting with Assemblyman Harry Bronson
- Feb. 24: Town Staff Meeting
- Feb. 27: Conference Call with John Chrastka, EveryLibrary
- Feb. 27: Town Board Workshop
- Feb. 28: State of the Town Address Luncheon
- March 1: Chamber of Commerce Board Meeting
- March 1: Town Board Meeting



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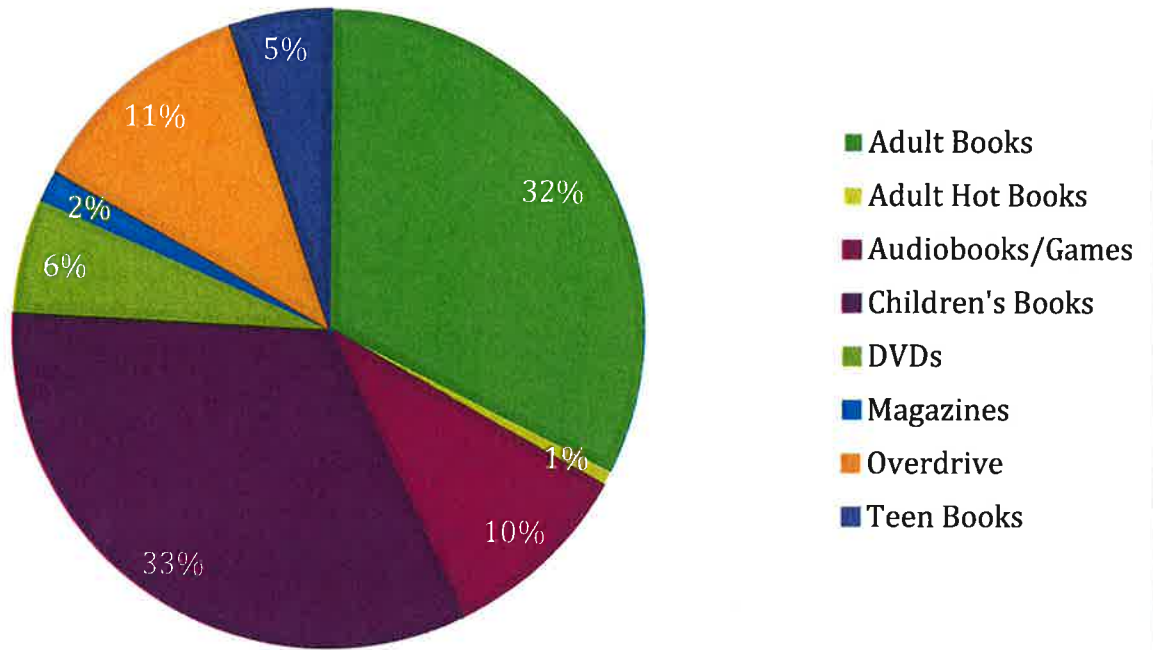
## February 2017 Library Statistics

Computer PC Usage – 1,829

2017 Volunteer Totals						
Month	# of Teen Volunteers	# of Teen Volunteer Hours	# of Adult Volunteers	# of Adult Volunteer Hours	Total # of Volunteers	Total # of Volunteer Hours
February	17	32	14	89	31	121

February	2016	2017
Door Count	16,690	16,473
Total Circulation	30,867	30,958
New Library Card	109	90
Updated Library Card	198	206
Registered Borrowers	12,665	12,623

### MONTHLY CIRCULATION BY MATERIAL TYPE



### Program Attendance

