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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda
Wednesday, May 10, 2017
6:15 p.m.

APPROVAL OF MINUTES - April 12, 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
 - Timeline
3. Adding Public Comment to Order of Business

NEW BUSINESS

1. Guest Rosanne Rosella, Adult Programmer/Bookkeeper
2. New York Library Association (NYLA) Membership (\$433)
Action: Pass resolution to pay our NYLA membership.
3. Review Community Room Use Policy
Action: Mark as reviewed with no changes.
4. Review Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials
Action: Mark as reviewed with no changes.
5. Review Update to Portion of Personnel Manual - *June Agenda*
6. Participation in Town of Henrietta Memorial Day Parade

FUTURE AGENDA ITEMS

1. Board President Presents Written Evaluation to Director
2. Review Computer and Internet use Policy

FUTURE ACTIVITIES

NEXT MEETING - June 14, 2017

ADJOURN

Brand Platform

Brand Essence People helping people learn

Brand Personality Creative, knowledgeable, enthusiastic, playful, compassionate

Brand Promise Only the Henrietta Public Library gives seekers the tools they need to transform ideas into possibilities

Target Audiences Primary: Seekers; Secondary: Families, funders, people in need

Mission

Henrietta Public Library: where our community connects, discovers, and learns

Vision

Henrietta will be known for its library, the heart of a diverse community.

Strategic Intent

We will create strong community support for a new library through exceptional services and resources.

Strategic Priority Areas

Sharing Stories

Target audience:
Heavy readers

Early Literacy

Target audience:
Children from prenatal-
grade 2 and their
families/caregivers

Technology

Access
Target audience:
Community members

Developing Our Brand

Target audience:
Seekers, families,
funders, people in need

How-to

Target audience:
People who want to
learn how to do things



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Present: Sharon McCullough, Brigid Ryan, Adrienne Furness, Linda Szczesniak, Laura Osterhout, Tina Thompson, David McNitt and Lynn Neill.

Absent: Doug Roesch

Guests: Rosanne Rosella, Craig Moffitt, and Gregory Brumfield

The meeting was called to order at 6:15 pm by President Tina Thompson.

The minutes of April 12, 2017 be filed as submitted.

Correspondence

A letter was received from Rochester Regional Library Council congratulating Henrietta Public Library for being selected "Honorable Mention" in the "2017 RRLC Public Library of the Year" contest. The lunch will be Thursday, June 1, 2017 at Casa Larga.

Director's Report

The Memorial Day Parade is Sunday, May 21, 2017. The board is welcome to march with the library.

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

Payment of Library Bills

Motion: Tina Thompson

To approve Abstract #5 Claims 80-103 for a total of \$22,006.92.

Seconded: Laura Osterhout

Motion carried

The safe deposit box is paid through 3/1/18.

The CD's that were put into separate bank accounts total is \$133,514.32.

The partnership checking account net funds for 4/1/17 - 4/30/17 is \$5,938.27.

PayPal checking account balance for 4/1/17 - 4/30/28/17 is \$261.40.

The restricted funds total is \$34.84.

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Restricted Funds Transfer

Motion: Linda Szczesniak

To transfer \$15.16 from unrestricted funds to restricted funds to cover the difference for the large print donations invoice due to a processing fee.

Seconded: David McNitt

Motion carried

The Friends statement for 4/4/17 total balance of \$10,778.90.

The Friends Spring 2017 Book Sale made \$2,328.85. David McNitt showed three of the books he purchased at their book sale.

Committee Reports

The certificates are done and the award presentations are all covered.

Unfinished Business

Foundation Update

Brigid reported the Friends meeting is scheduled for Wednesday, May 31, 2017 at 7 pm here at the library. A letter has gone out to all the membership.

Building Planning Update

Adrienne included a memorandum building planning update timeline from the Town.

Tina mentioned making a donation to EveryLibrary who helped with communication and message development for building a new library.

Public Comment to Order of Business

Motion: Sharon McCullough

To adopt the Expectations for Periods for Public Expression procedure.

Seconded: Brigid Ryan

Motion carried

New Business

Guest: Rosanne Rosella, Adult Programmer/Bookkeeper

- This year Rosanne is collaborating with the teen and children's department in planning summer programs. Each week will have a theme.
- Start of Summer Programming - Paulsen & Baker concert in July
- Jigsaw Puzzle Challenge is to finish one of our puzzles each week. The puzzles will fit into the week's theme.

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- 1st Week - Play Week - will have a coloring table for adults with coloring books and cards to color, and a chess/checker table
 - 2nd Week - Chow Down Week - Wegmans' chef will demonstrate knife skills
 - 3rd Week - Arts and Crafts Week - scrapbooking, quilling, and die cut machines will be available
 - 4th Week - Travel Week - America the Beautiful: Nashville Travelogue
 - 5th Week - Tech Week - will be teaching Canva a free graphic design program
 - 6th Week - Fantasy Week - After Dark Star Gazing
- End of Summer - Mark the Mailman & Friends concert in August

New York Library Association (NYLA) Membership (\$433.00)

Motion: Laura Osterhout

To authorize the treasurer to pay the board's NYLA Membership in the amount of \$433.00 from the unrestricted partnership checking account.

Seconded: Brigid Ryan

Motion carried

Review Community Room Use Policy

The Community Room Use Policy was reviewed with no changes made.

Review Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials

The Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials was reviewed with no changes made.

Review Update to Portion of Personnel Manual

This section of the Personnel Manual has been tabled to the June agenda.

An executive session will start at 5:45 pm to review the evaluation of the library director prior to the June 14, 2017 board meeting.

The meeting was adjourned by consensus at 6:55 pm by President Tina Thompson.

Respectfully submitted,



Brigid Ryan, Secretary