



585.359.7092  
hplinfo@libraryweb.org

Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

## Board of Trustees Meeting Agenda Wednesday, August 9, 2017 6:15 p.m.

### PUBLIC COMMENT

APPROVAL OF MINUTES - July 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

### NEW BUSINESS

1. Board Approves New Open Hours  
Action: Pass a resolution approving new schedule of open hours effective September 5 (after Labor Day weekend): Monday-Thursday 9am-9pm; Friday 11am-5pm; Saturday 10am-5pm.
2. 2018-2020 Document of Understanding  
Action: Pass a resolution approving the 2018-2020 Document of Understanding.
3. Funding for Four Staff Members to Take Legal Issues Course in Advanced Certificate in Library Administration Program  
Action: Pass a resolution to spend \$5,400 to send four library staff members to this course.
4. Transfer Donated Funds to the Friends and Foundation of the Henrietta Public Library  
Action: Pass a resolution to transfer donated funds to the Friends and Foundation of the Henrietta Public Library, reserving at least \$15,000 to cover current obligations.
5. Consider revising Bylaws, Statement of Policy, and Donations and Investment Policy  
Action: Form committee consisting of one Library Board Member, Friends and Foundation Board Member, and staff member to study and recommend changes to these policies now that the Friends and Foundation of the Henrietta Public Library is up and running.
6. Review Weather Closing Procedure - *September Agenda*
7. Filing Fee - *\$60.00*

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**Present:** Laura Osterhout, Doug Roesch, Tina Thompson, Brigid Ryan, Linda Szczesniak, Janet Zinck, Sharon McCullough Adrienne Furness, David McNitt, and Lynn Neill.  
**Guests:** Gregory Brumfield.

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

Added to the Agenda #7 Filing Fee

**Public Comment**  
None

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

**Correspondence**

A thank you from Causewave for the library sharing its social media expertise.  
From a patron and her son a thank you for receiving their free book as part of the summer reading program.  
A thank you from JoAnn Vierthaler in appreciation for help and support while the Friends were establishing the Foundation.

**Director's Report**

**Surplus Items**

Motion: Doug Roesch

Motion requesting the Town Board declare the following items as surplus.

This item is here:

#339 File-Legal, 4 Drawer Steel 1978

These items are no longer here at the library:

#1019 Table-Computer, Steel, 36x30 1982

#1047 Stand Typewriter Tiffany 1978

#2466 Table-Computer 1994

July statistics were reviewed.



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**Finances**

**Payment of Library Bills**

Motion: Doug Roesch

To approve Abstract #8 Claims 157-179 for a total of \$14,814.57.

Seconded: Sharon McCullough

Motion carried

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

There was no change this month in the bank accounts. The total remains \$133,514.32.

The partnership checking account net funds for 7/1/17 - 7/31/17 is \$788.24.

PayPal checking account balance for 7/1/17 - 7/31/17 is \$333.31.

**Donation Difference**

Motion: David McNitt

To transfer \$3.60 from unrestricted funds to restricted funds to cover the difference for the children's donation invoice.

Seconded: Laura Osterhout

The Friends statement for 7/3/17 shows a total balance of \$11,116.07.

**Committee Reports**

None

**Unfinished Business**

**Foundation Update**

The Foundation Board now has a regular meeting schedule. They are starting to work on the finances and the filing for the name change. Currently they are laying the ground work for the operation of the Foundation. David asked Brigid for a list of the foundation board members and what their position is in the community.

**Building Planning Update**

At the recent building meeting floor plan changes were discussed. The next scheduled meeting will be in two weeks.

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**New Business**

**Board Approves New Open Hours**

Motion: Linda Szczesniak

That we approve the new schedule of hours the library will be open effective September 5 (after Labor Day weekend): Monday-Thursday 9am-9pm; Friday 11 am-5pm; Saturday 10 am-5pm.

Seconded: Doug Roesch

Motion carried

**2018-2020 Document of Understanding**

Motion: Laura Osterhout

Motion authorizing the president to sign the 2018-2020 Document of Understanding between Monroe County Library System and the Henrietta Public Library.

Seconded: Sharon McCullough

Motion carried

**Funding for Four Staff Members to Take Legal Issues Course in Advanced Certificate in Library Administration Program**

Motion: David McNitt

Authorize the expenditure of \$5,400 from the unrestricted checking account to cover the cost of second semester of the Take Legal Issues Course in Advanced Certificate in Library Administration Program for Adrienne Furness, Laura Lintz, Ellen Glens, and Alicia Reinhardt. If someone should leave the library or withdraw from the program, within two years from the last receipt of funding for this certificate program, the library will be reimbursed by the individual in full for the cost of the program.

Seconded: Doug Roesch

Motion carried

**Transfer Donated Funds to the Friends and Foundation of the Henrietta Public Library**

Motion: Doug Roesch

Motion to close the out the endowment fund account ending in #7533 in the amount of \$13,727.85 to be placed in the unrestricted checking account of the Board of Trustees

Seconded: David McNitt

Motion carried

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**Motion: Sharon McCullough**

Authorize the treasurer to transfer to the Friends and Foundation checking account once it is established: The Finnegan Bequest Fund account ending in #7185 in the amount of \$103,097.36, the Pam Mee Bequest Funds ending in #7193 in the amount of \$8,552.68 and ending in #7541 in the amount of \$8,136.43 when requested by the treasurer of the Friends and Foundation.

Seconded: Linda Szczesniak

Motion carried

**Consider revising Bylaws, Statement of Policy, and Donations and Investments Policy**

A committee should be formed consisting of one Library Board Member, Friends and Foundation Board Member, and a staff member to study and recommend changes to these policies now that the Friends and Foundation of the Henrietta Public Library is up and running.

David McNitt has agreed to represent the library board, Sharon McCullough the Friends and Foundation, and Adrienne will ask a staff member.

**Review Weather Closing Procedure**

This has been tabled to the September Agenda.

**Filing Fee for the Certificate of Corporation for the Friends and Foundation**

Motion: Tina Thompson

To authorize the treasurer to pay the cost of the \$60.00 filing fee for the Friends and Foundation payable to McConville, Considine, Cooman and Morin from the unrestricted funds checking account.

Seconded: Laura Osterhout

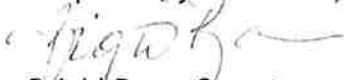
Motion carried

**Public Comment**

None

The meeting was adjourned by consensus at 7:15 pm by President Tina Thompson.

Respectfully submitted,



Brigid Ryan, Secretary