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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, September 13, 2017
6:15 p.m.**

PUBLIC COMMENT

APPROVAL OF MINUTES - August 9, 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

NEW BUSINESS

1. Communications for New Building Project
2. Weather Closing Procedure
Action: Mark as reviewed.
3. Revised Bylaws of the Board of Trustees
Action: Recommend revision. Must wait one month to approve.
4. Revised Donations Policy
Action: Approve revision to Donations Policy.
5. Revised Statement of Policy of the Board of Trustees
Action: Approve revision to Statement of Policy of the Board of Trustees.
6. Review Bodily Fluid Cleanup Procedure
Action: Mark as reviewed.
7. Cash Handling Policy
Action: Mark as reviewed.

PUBLIC COMMENT

FUTURE AGENDA ITEMS

1. Appoint Minerva Campbell Literary Contest Committee



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2. **Recommend a Trustee Replacement to Town Board**
3. **Budget Meeting with Town Board**

FUTURE ACTIVITIES

NEXT MEETING - October 11, 2017

ADJOURN

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

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

Public Comment
None

The minutes of August 9, 2017 were corrected to include JoAnn Vierthaler's last name under Correspondence and filed as submitted.

Correspondence
None

Director's Report

The Fall MCLS Trustee Symposium is Saturday October 14 at the Central Library from 9:00am-1:00pm.

Under Early Literacy it was corrected to read the Pop-Up Library to the National Night Out was at Stonewood Village.

These library board members will speak at the following town board meetings:

- September 20 - Brigid Ryan
- October 4 - Doug Roesch
- October 18 - Laura Osterhout
- November 1 - Linda Szczesniak and Sharon McCullough

Personnel Items

- Motion: Laura Osterhout
To approve the personnel items as listed in the September Director's Report.
- Seconded: Doug Roesch
- Motion carried

The Vote Yes Committee will meet Saturday 1:00pm in the Henrietta Library Community Room.



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Surplus Items

Motion: Linda Szczesniak

To request that the Town Board approve the following as surplus:

Inventory #347 Cabinet -2 Door, Steel, 36x16x78 1978

Inventory #3627 Book Return Heavy Duty Outdoor Steel 2004

Seconded: Sharon McCullough

Motion carried

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

Payment of Library Bills

Motion: Doug Roesch

To approve Revised Abstract #8 Claims 157-179 for a total of \$14,793.93.

Seconded: Brigid Ryan

Motion carried

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #9 Claims 180-209 for a total of \$19,509.37.

Seconded: Laura Osterhout

Motion carried

The total of the bank accounts is \$133,514.32.

Pending Activity:

The Finegan Bequest Fund \$20,000.00 was transferred to the Friends and Foundation of the Henrietta Public Library.

The Endowment Fund \$13,727.85 was transferred to the Partnership Unrestricted Checking Account.

The Partnership Checking Account net funds for 8/1/17 - 8/31/17 is \$636.51.

The PayPal checking account balance for 8/1/17 - 8/31/17 is \$357.28.

The Friends statement for 8/4/17 shows a total balance of \$10,589.44.

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Committee Reports
None

Unfinished Business
Foundation Update

The transfer of money to the Friends and Foundation of the Henrietta Public Library will help with operating expenses for the calendar year. The Foundation is up and running but it will take a couple of months before the state accepts and files all the paperwork. Brigid is setting up the Foundation's website. They will be starting with the work tied to the support of the foundation through the bicentennial gala. The board will be meeting in two weeks.

New Business

Communications for New Building Project

A **NEW BUILDING INFO** button has been placed on the top of the hpl.org website. A lot of information is here about the library proposal, facts about the library building referendum, upcoming meetings and how to register to vote and where to find your voting place. Library building drawings and fact sheets are also available in the library.

Weather Closing Procedure

The Weather Closing Procedure was reviewed.

Revised Bylaws of the Board of Trustees

The revised Bylaws of the Board of Trustees were reviewed and will be approved at the October meeting.

Revised Donations Policy

The board will approve the policies of the Friends and Foundation of the Henrietta Public Library.

Revised Statement of Policy of the Board of Trustees

Motion: Linda Szczesniak

To approved the revision to the Statement of Policy of the Board of Trustees.

Seconded: Sharon McCullough

Motion carried

Review Bodily Fluid Cleanup Procedure

The Bodily Fluid Cleanup Procedure was reviewed.



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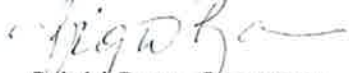
Review Cash Handling Policy
The Cash Handling Policy was reviewed.

Revised Donations Policy (forgot to be approved)
Motion: Sharon McCullough
To approve the revision to Donations Policy.
Seconded: Brigid Ryan
Motion carried

Public Comment
None

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

Respectfully submitted,


Brigid Ryan, Secretary



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Director's Report September 2017

Issued 9/8/2017

Upcoming Meetings

- September 14 at 6pm: Public Library Building Information Meeting, Town Hall Main Meeting Room
- September 20 at 7pm: Town Board Meeting, Town Hall Main Meeting Room
- October 4 at 7pm: Town Board Meeting, Town Hall Main Meeting Room
- October 18 at 7pm: Town Board Meeting, Town Hall Main Meeting Room
- November 1 at 7pm: Town Board Meeting, Town Hall Main Meeting Room

Early Literacy

- On August 8, Bookkeeper/Adult Programmer Rosanne Rosella and Teen Services Librarian Ellen Glena took our Pop-Up Library to the National Night Out at Stone Village.

Developing Our Brand

- On August 27, Children's Librarian Annalise Ammer and Adult Services Librarian Jen Barth did a Pop-Up Library at the town's food truck and concert event in Veterans Memorial Park.
- On August 29, Library Clerk Archana Prasad and Library Page Ben Lafleur took our Pop-Up Library to Read's Ice Cream.
- Children's Librarian Laura Lintz was profiled in the D&C's "Woman to Watch" column on Sunday, May 3: <http://www.democratandchronicle.com/story/money/business/2017/09/03/laura-lintz-spearheading-evolution-libraries/610317001/>.

Other

- At their meeting on September 6, the Town Board passed a resolution to put the library building project referendum on the ballot this Election Day, November 7. Find more information about this proposal at hpl.org/newbuilding.
- Registration for the Fall MCLS Trustee Symposium is now open. The symposium will be held at the Central Library on Saturday October 14 from 9:00am to 1:00pm. The featured speakers are Rebekkah Smith Aldrich and Matthew Bollerman, who will speak about Sustainable Libraries. For a fuller description and to register, please go to <https://www.surveymonkey.com/r/ZGQMK9Y>.

Personnel (to approve):

- Clerk Matthew Hoople's regular weekly hours will be 24 hours a week starting the week of Monday, September 4.



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- Starting August 4, Circulation Supervisor Terry Hill has been promoted to Principal Library Clerk at a rate of \$18.42/hour.
- Jennifer Cardon Myles began work as a Library Page on August 21, 2017 at a rate of \$9.70/hour.
- Jaiden Thomas Tripi began work as a Library Page on August 21, 2017 at a rate of \$9.70/hour.

Surplus (to approve)

- #347 Cabinet -2 Door, Steel, 36x18x78 1978
- #3627 Book Return Heavy Duty Outdoor Steel 2004

Selected Meetings, Trainings, and Events Attended

- August 8: Building Planning Meeting
- August 8: Town Wellness Committee Meeting
- August 11: Town Staff Meeting
- August 22: Building Planning Meeting
- August 23: Friends and Foundation of the Henrietta Public Library Meeting
- August 29: Building Planning Meeting
- August 29: Town Board/Library Board Workshop on Library Building Referendum
- September 1: Town Staff Meeting
- September 5: Town Board Workshop
- September 6: Henrietta Chamber of Commerce Board Meeting
- September 6: Town Board Meeting
- September 8: Customer Service Staff Meeting
- September 8: Building Presentation for Friends and Volunteers



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