

HPL
Board of Trustees

**Meeting Agenda
February 13, 2008
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – January 9, 2008

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Budget Report
2. Revenue Report
3. Payment Library Bills
4. Trustee Gift Fund
5. Trustee Endowment
6. Friends Book Sale

COMMITTEE REPORTS

UNFINISHED BUSINESS

1. Internet Access Decision

NEW BUSINESS

1. Goals-Discuss for coming year – Evaluate Long-Range Plan
2. Minerva Campbell Contest
3. Review ADA Compliance
4. Review BFR Procedure
5. Review Incident/Injury Procedure

FUTURE AGENDA ITEMS

1. Review Personnel Policy

FUTURE ACTIVITIES

Trustee Institute May 2nd & 3rd 2008 Saratoga Springs

NEXT MEETING – March 12, 2008

ADJOURN

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Present: David Pogue, Virdell Robbins, Tina Thompson, Janet Zinck, Pat Bernhard, Liz Schnucker and Jim Gaudet.

The meeting was called to order at 6:15 p.m. by President, Jim Gaudet.

The minutes were corrected and approved.

CORRESPONDENCE

A thank you was received from Tom Kishlar, Food Cupboard Chairman, for allowing collection of food for RHAFT (Rush-Henrietta Area Food Terminal) during the holidays.

The Trustee, the newsletter from NYSALB (New York State Association of Library Boards), was received.

Patron Eileen Malecki who damaged a new book she borrowed from the library sent a letter concerning the process used to handle the situation. The Board discussed her concerns and agreed that the situation was handled appropriately. Tina will write to Ms. Malecki to inform her of the board's decision.

DIRECTORS'S REPORT

Cost shares for 2009 – 2011 will increase 3% each year. This is reasonable and prudent and falls in line with increases in automation prior to the necessary cost share increases of the last 2 years.

The grand opening of the Central Library's Resource Center and new Teen Center will be Monday, February 25 at 2:00 pm.

The schedule and RFP for Phase II of the roof replacement went to the Town Board Meeting of February 6. The replacement requirements for the Tower parts, roof, louvers and front wall will be advertised after the meeting. The balance of the Federal LSCA grant money will be expended during this phase.

The Director has talked with Supervisor Yudelson about the Internet filtering at the library. He has said the Town would stand behind the library in whatever decision was made by the Library Board of Trustees.

Updating of the Children's Room is progressing. The electricians are finished and we are waiting for InScale to install the tree/treehouse.

The Directors Expectations for 2008 and Accomplishments for 2007 were reviewed.

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FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

Motion: Virdell Robbins

To approve Abstract #2 Claims 14 – 44 for a total amount \$36,300.72.

Seconded: Tina Thompson

Motion carried unanimously

HSBC Checking Account report for 11/9/07 – 12/10/07 was corrected to read \$1,601.62 restricted funds for a new net funds available total of \$16,890.48.

HSBC Checking Account 12/11/07 – 1/9/08 total balance available \$19,598.88 less restricted funds \$2,187.94 for net funds available \$17,410.94.

The Friends Account has \$9,851.11 as of 1/4/08. Their 2007 Financial Report, volunteer hours and annual sales were reviewed.

UNFINISHED BUSINESS

Discussion on the Internet access decision and new HPL Internet Policy.

Motion: Liz Schnucker

Due to the current physical configuration of the Henrietta Public Library, we cannot guarantee that children would not be exposed to age inappropriate materials on an unfiltered Internet terminal. Therefore, the library staff will not remove the filter except when it is determined by approved procedure that the site has been filtered in error.

Seconded: Virdell Robbins

Motion carried unanimously

The Board and Friends must fill out their tax forms to keep their 501c3 status. The Director will check the Friends to make sure this has been done.

NEW BUSINESS

At the May 14th Board Meeting, we will meet at 5:00 p.m. to work on the Long Range Plan. We will order a light dinner of sandwiches. The regular meeting will start at its usual time of 6:15 p.m.

The Minerva Campbell Literary Contest has started and will run from 2/11 – 3/10/08. The dates for the awards ceremonies are May 26 for underclassman, June 5 for seniors and June 9 for the middle schools.

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The ADA Compliance procedure was reviewed with no changes made.

The BFR (Bill for Replacement) Policy was reviewed with one change made.

Motion: Tina Thompson
To approve the revision to the BFR Policy to change the second budget amendment request from November to October.
Seconded: Liz Schnucker
Motion carried unanimously

The Incident and Injury Procedure was reviewed with no changes made.

The meeting was adjourned at 8:15 p.m. by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson
Secretary