

HPL
Board of Trustees

**Meeting Agenda
March 12, 2008
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – February 13, 2008

GUEST COMMENTS

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

NEW BUSINESS

1. Review Personnel Policy

FUTURE AGENDA ITEMS

1. Annual Report to Community – presentation to Board
2. Review Body Fluid Procedure
3. Review Collection Development Policy/Computer Use Policy
4. Trustee Certification Update

FUTURE ACTIVITIES

Trustee Institute May 2nd & 3rd 2008 Saratoga Springs

NEXT MEETING – April 9, 2008

ADJOURN

Henrietta Public Library
Board of Trustees
Minutes of March 12, 2008
Page One

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

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

The minutes of February 13, 2008 were corrected and approved.

Guest, Mr. Paul Forcella, was present to voice a concern over recent service at the library. The Board listened to him read his letter. With the absence of Liz Schnucker, the Board will wait and reply to him in about ten days.

CORRESPONDENCE

We received:

The brochure for the 2008 Trustee Institute May 2 & 3 at Saratoga Springs.

A thank you from Kerrie Gianvecchio of Unity Home Services for the library's participation as an official caregiver resource for Monroe County. Several brochures and pamphlets are located in the lobby under Caregiver Resources.

An invitation to the 2008 Annual Community Party on Sunday, March 30 from 1:00 – 4:00 p.m. It is a western theme this year with JB & Company, a Country Western band, performing.

A note from patron Linda Geist Hiney. Upon moving out of state, she returned her and her husband's library cards with thanks to the library for being an integral part of the literacy and quality of life in the Henrietta community.

Resolution #4-66-2008 which authorizes the Town Clerk to advertise for bids for the Henrietta Public Library Tower Roof Replacement Project.

We sent:

A thank you to Mr. Roland Osterwinter for his donation of the book, A 100 Year History of the German Community in Rochester, NY (1815-1915) which has been added to the collection.

A thank you to Mr. Roger Dart, Ms. Carol Wicks and Mr. Kenneth Dart for their donation restricted for large print material in memory of Mrs. Mabel Dart. An acknowledgement was also sent to Mrs. Robert Page.

DIRECTOR'S REPORT

Title for the Big Read is Fahrenheit 451. The kickoff for this event will be held April 13 at the Central Library.

An update on the Children's Room project; the textured material representing bark has been added to the column and the lighting has been done. We will get the ceiling leaf painting completed, and the tree house should be installed before the March 30 Community Party.

Motion: Tina Thompson

To pay for the lighting project including materials and labor in the Children's Room from HPL Unrestricted Trustee Gift Fund in the amount of \$1,558.74.

Seconded: Virdell Robbins

Motion carried unanimously

The Director has requested that the library close on Friday, May 16, our regularly scheduled Staff Workshop Day, and Saturday, May 17 in order to shift the entire non-fiction collection. It is necessary to do this to accommodate the new Children's Room design and to prepare for the re-carpeting of HPL. The library is already closed on Sunday for the Memorial Day Parade and any unfinished work will be completed then. Regularly scheduled staff will work these days and others will be offered compensatory time off. It is requested that the Board, who usually pay for lunch on Staff Workshop Day, pay for lunch for workers and volunteers on both these days.

Motion: David Pogue

To close the library on Friday, May 16 and Saturday, May 17 to move the book collection.

Seconded: Tina Thompson

Motion carried unanimously

Motion: Tina Thompson

That we expend up to \$200.00 from the Unrestricted Trustee Gift Fund to pay for lunch for the staff on Friday, May 16 and Saturday, May 17.

Seconded: David Pogue

Motion carried unanimously

The Board has requested the following items be declared as surplus:

- 454 Receiver, Cass Toshiba, Speaker
- 457 Projector-B2
- 459 Recorder, Cassette, 3M, 2820AV
- 461 Projector-16MM, AV126TR with Speaker
- 462 Projector-16MM, AV126TR with Speaker
- 467 Recorder, Cassette, 3M, 2820AV

Motion: Virdell Robbins

To declare items 454, 457, 459, 461, 462 and 467 as surplus.

Seconded: Jim Gaudet

Motion carried unanimously.

The Director has asked that the color copies be lowered in price from \$1.00 to \$.50. This is compatible with public copy prices and may encourage people to increase requests for color copies.

Motion: Jim Gaudet

Move that we decrease the price of color copies from \$1.00 to \$.50.

Seconded: Virdell Robbins

Motion carried unanimously

The Teen Book Festival will be held April 5 from 10:00 a.m.-5:00 p.m. at the Martha Brown Middle School in Fairport NY. It has been the HPL's Teen Librarian's practice to meet her Teen Advisory Board at the festival and treat them to lunch. A request is made to the Board to pay for lunch for the TAB.

Motion: David Pogue

Move that we expend up to \$75.00 from Unrestricted Trustee Gift Fund to Ellen Glana, Teen Services Librarian, to purchase lunch for her Teen Advisory Board at the Teen Book Festival.

Seconded: Virdell Robbins

Motion carried unanimously

Tina will send a card to JoAnn Vierthaler, Vice President of the Friends of HPL, whose husband passed away.

FINANCES

The 2007 Year-end Budget Report was reviewed.

The February Budget Report was reviewed.

The Revenue Report was reviewed.

Motion: Virdell Robbins

To approve Abstract # 3 Claims 45 – 60 for a total amount \$9,775.01.

Seconded: Tina Thompson

Motion carried unanimously

The HSBC Checking Account 1/10/08 – 2/08/08 total balance available \$19,665.51 less restricted funds \$2,179.57 for net funds available \$17,485.94.

The HSBC Special LSCA Account 1/31/08 – 2/29/08 total balance available \$14,498.32.
The Friends Account was reviewed.

COMMITTEE REPORTS

Two Minerva Campbell entries have been received at the library.

Henrietta Public Library
Board of Trustees
Minutes of March 12, 2008
Page Four

NEW BUSINESS

Staff holidays have been adjusted. President's Day will be exchanged for the day after Thanksgiving. Also added, the library will be closed for the Henrietta Town Parade Day as access to the building is severely compromised.

Motion: Jim Gaudet

In the Personnel Policy, amend the Holidays Section B to remove President's Day in exchange for the day after Thanksgiving.

Seconded: David Pogue

Motion carried unanimously

The Director will check to make sure nothing has changed under Employee Benefits Health and Dental Insurance.

Mr. Paul Forcella left at this point.

Motion: Tina Thompson

Move to Executive Session at 7:15 p.m. to discuss a personnel issue.

Seconded: Virdell Robbins

Motion carried unanimously

Motion: David Pogue

At 7:25 p.m move to leave Executive Session.

Seconded: Tina Thompson

Motion carried unanimously

The snow closing procedure was reviewed.

For our Long-Range planning meeting in May, a light supper will be provided.

The meeting was adjourned at 7:40 p.m. by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson
Secretary