

HPL
Board of Trustees

Meeting Agenda
April 9, 2008
Wednesday 6:15 p.m.

APPROVAL OF MINUTES – March 12, 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

1. Minerva Campbell Literary Contest

UNFINISHED BUSINESS

NEW BUSINESS

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

FUTURE AGENDA ITEMS

1. Adoption, publish annual report to community
2. Director's presentation of preliminary budget
3. Review Community Room Policy
4. Review Internet Safety Policy/Computer Use
5. Board request transfer and budget amendment for BFR/UMS and Summer Reading Grant
6. Discuss maturation/disposition and interest in all Board held CD/accounts

FUTURE ACTIVITIES

Trustee Institute May 2nd & 3rd 2008 Saratoga Springs
Memorial Day Parade Sunday, May 18, 2008 will meet at noon at the R-H Senior High School

NEXT MEETING – May 14, 2008

ADJOURN

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

The meeting was called to order at 6:20 p.m. by President, Jim Gaudet.

The minutes of March 12, 2008 were corrected and approved.

CORRESPONDENCE

Resolution #7-93/2008 was received from the Town Board declaring Inventory #'s 454, 457, 459, 461, 462 and 467 as surplus.

A thank you note was received from Luke and Chris who presented a Small Business Planning seminar as part of the Library's adult programming.

A letter from Tina was sent to Mrs. Malecki reiterating the Board's support of the way the library staff dealt with her complaint.

Senator Alesi's letter to Pat stated that as he continues his budget negotiations, he will fight to restore the \$5 million cut in the 2008-2009 Executive Budget.

Chuck Marshall has kept Pat informed of the steps being taken for the library roof repair.

A letter was received from the Henrietta Chamber of Commerce stating that the library has been nominated for a Community of Excellence award. The Board will reserve a table. Spouses will pay for their own dinners.

Motion: Tina Thompson

To expend \$300 from the Unrestricted Trustee Gift Fund for the cost of a table at the Henrietta Chamber of Commerce Twenty-Second Annual Community of Excellence Awards Celebration May 6, 2008.

Seconded: David Pogue

Motion carried unanimously

DIRECTOR'S REPORT

The Board has requested the following two items be declared as surplus and the other two be transferred:

Surplus item: #2668 Storyline Dictaphone machine – inoperable, not repairable
 #561 Yellow and white desk chair w/arms – poor condition

Transfer: #1020 Orange storage cabinet – transferred to Town Hall
 #3623 Optelec magnifier -- transferred to the Senior Center

Motion: Liz Schnucker

To declare Inventory #2668 and #561 as surplus, #1020 transferred to the Town Hall and #3623 transferred to the Senior Center.

Seconded: Virdell Robbins

Motion carried unanimously

In honor of Mary Ellen Baxter's retirement, the Board will spend up to \$75 for materials to be bookplated in recognition of her service.

Motion: Tina Thompson

To authorize up to \$75 from the Unrestricted Trustee Gift Fund to cover the cost of two books and a DVD that will be added to the collection in honor of Mary Ellen Baxter's retirement.

Seconded: Liz Schnucker

Motion carried unanimously

The HPL State Annual Report was reviewed by the Board.

Motion: Jim Gaudet

To approve the Henrietta Public Library's Annual Report for Public and Association Libraries for 2007.

Seconded: Tina Thompson

Motion carried unanimously

The Director would like to convert Mary Ellen's full-time position to two 20 hour/week positions and move the full-time position to the Bookkeeper/Programmer.

Motion: Virdell Robbins

To convert Mary Ellen's full-time position to two 20 hour/week positions and move the full-time position to Rosanne Rosella, the Bookkeeper/Programmer.

Seconded: Liz Schnucker

Motion carried unanimously

FINANCES

The Budget Report was reviewed.

Pat will check with Paul Liess for an explanation of the negative amount (-6,175.00) in the Benefits line.

The Revenue Report was reviewed.

Motion: Virdell Robbins

To approve Abstract #4 Claims 61 – 84 for total amount \$15,957.29.

Seconded: Tina Thompson

Motion carried unanimously

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Virdell reported on the Board's HSBC Checking Account 2/9/08 – 3/10/08. The total balance available is \$19,760.51 less restricted funds \$2,234.57 for net funds available \$17,525.94.

HSBC Special Account, Grant Funds for the Library roof, balance is \$14,501.46.

The flower pots that are placed outside the library doors in the summer are cracked and will need to be replaced.

Motion: Liz Schnucker

To expend no more than \$100 from the unrestricted funds of the Trustee Gift Fund to replace the flower pots used outside the building.

Seconded: Tina Thompson

Motion carried unanimously

The Friends Account was reviewed.

COMMITTEE REPORTS

We have received 36 entries for the Minerva Campbell Literary Contest. The judges are reading the entries and will be making their selections.

NEW BUSINESS

The HPL Internet Safety Policy was reviewed.

Motion: Jim Gaudet

To accept the HPL Internet Safety Policy as revised April 2008.

Seconded: David Pogue

Motion carried unanimously

The Director will check to see if there is room for information about the Friends of HPL in the next Supervisor's Newsletter. The Friends provide support for programs, contests, renovations and other numerous expenditures for the library.

We reviewed the Body Fluid Procedure with no changes made.

We reviewed the Collection Development with no changes made.

The meeting was adjourned at 8:10 p.m. by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson
Secretary