

HPL  
Board of Trustees

**Meeting Agenda**  
**May 14, 2008**  
**Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – April 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

NEW BUSINESS

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 AGENDA ITEMS

1. Board discussion of preliminary budget
2. Review Emergency Exit Procedure
3. Review Exhibits/Display Policy
4. NYSALB Dues
5. Per Diem Travel Expenses

FUTURE ACTIVITIES

Memorial Day Parade Sunday, May 18, 2008 will meet at noon at the R-H Senior High School

NEXT MEETING – June 11, 2008

ADJOURN

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

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

The minutes of April 9, 2008 were accepted as submitted.

#### CORRESPONDENCE

Assemblyman Joe Errigo has sent a letter asking the library to participate in his Summer Reading Challenge Kick-Off.

A \$20.00 restricted donation for the Children's Collection was received from Ms. Karen Newcomb in memory of Kyle Treuthart.

The NYSALB Trustee Newsletter has been received.

#### DIRECTOR'S REPORT

Our circulation has been increasing this year as has most other libraries.

A new collection will be introduced on July 1 for best seller fiction. It will be called "HOT BOOKS". Additional information will be provided.

Pat has asked for David's help with a recurring bill for a leased computer server that we returned in good working order in 2004. The lease company has listed it as damaged goods and wants us to pay the purchase price. We have since learned that this company (GE) has a reputation for claims such as this. We have been sending the bills to DLI who leased the equipment for us. This monthly bill is an annoyance.

#### FINANCES

David will file the 1099 Federal e-file. He will also file the necessary paperwork with New York State.

Motion: Virdell Robbins

To approve Abstract # 5 Claims 85 – 118 for a total amount of \$37,422.96.

Seconded: David Pogue

Motion carried unanimously

HSBC Checking Account 3/11/08 – 4/8/08 total balance available \$20,260.51 less restricted funds 2,734.57 for net funds available \$17,525.94.

\$14, 503.92 remains from the New York State Grant for the replacement of the library roof in an HSBC Special Account.

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HPL Trustee Board Certificates of Deposit mature on 5/23/08. Current balances are: CD #1 \$5,740.10, CD #2 \$9,263.13 and CD #3 \$15,208.32. Virdell will check with the bank on 5/23/08 and then with Jim Gaudet to decide what to do with these CD's.

The Budget Report was reviewed.

The Revenue Report was reviewed.

The Friends Account has a balance of \$11,465.27. Their Spring 2008 Book Sale totaled \$2,420.80.

The 2007 Annual Report to the Community was presented to the Board for approval.

Motion: Jim Gaudet  
To approve the 2007 Annual Report with the corrections made.  
Seconded: Virdell Robbins  
Motion carried unanimously

#### NEW BUSINESS

The Director's 2009 Budget was reviewed.

The Community Room Policy was reviewed. A change was made to have the groups vacate the room 15 minutes earlier than our closing time.

Motion: Virdell Robbins  
To revise the Community Room Policy to have groups vacate 15 minutes earlier than closing and adopt as revised.  
Seconded: David Pogue  
Motion carried unanimously

Pat will check the Internet Safety Policy approval date and bring ~~back~~ to the June meeting.

The BFR/UMS and summer reading grant budget transfer request will be done at the June meeting.

At the June meeting, the Board will choose a new date for the review of the Long-Range Plan.

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Motion: Jim Gaudet

To enter executive session at 7:55 p.m. for the purpose of discussing the Director's 2009 salary.

Seconded: David Pogue

Motion carried unanimously

Motion: Jim Gaudet

To reconvene the regular meeting at 8:10 p.m.

Seconded: David Pogue

Motion carried unanimously

Motion: Jim Gaudet

To approve a 3.85% salary increase for the Director based on her continuous outstanding job performance.

Seconded: David Pogue

Motion carried unanimously.

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

Respectfully submitted,

David Pogue  
Secretary pro tem