

HPL
Board of Trustees

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

APPROVAL OF MINUTES – June 11, 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. NYLA Organization Dues

NEW BUSINESS

1. Board adopt budget
2. Review Patron Comments Form
3. Review Patron Rules of Conduct/Computer Use Policy

FUTURE AGENDA ITEMS

FUTURE ACTIVITIES

1. Submit Budget to Town Finance Office

NEXT MEETING – August 13, 2008

ADJOURN

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

Jim welcomed David McNitt to the Library Board.

The minutes of June 11, 2008 were corrected and approved.

CORRESPONDENCE

The NYLA Bulletin has been received. The 2008 Annual Conference will be at Saratoga Springs November 5 – 8.

In a resolution passed by the Town Board on June 4, 2008, Spring Sheet Metal and Roofing was awarded the bid for the Library Roof Rehabilitation Project in the amount of \$25,150.00.

A letter was sent from Board secretary Tina Thompson to Supervisor Yudelson stating that Liz Schnucker has resigned from the Library Board because she is moving out of the Town of Henrietta. The Library Board appointed David McNitt to complete Liz's term from June 12, 2008 and ending December 31, 2008.

A Resolution from the Henrietta Town Board to Elizabeth Schnucker was received in which she was recognized and thanked by the Board for her significant contributions to the Henrietta Public Library.

A Resolution was also received from the Henrietta Town Board that stated Inventory #1026, a newspaper stand, is declared as surplus material.

DIRECTOR'S REPORT

Tina and Virdell attended Trustee Technology Training at the Rochester Public Library. It was sponsored by the Emerging Technology Committee and there was great enthusiasm from all the Trustees who attended.

The bid from In-Scale, Inc. for the two additional trees in the Children's Area is \$4,900. This cost will be borne with private money donated for this purpose.

With the opening of the new Henrietta Wegmans store, we have been contacted and told that Wegmans is donating \$5,000 to HPL. They have specified that it be used for the Children's Room with any funds leftover to be used in the Young Adult area. The presentation of the check will be made at the "Start the Clock Ticking" media event on the morning of August 5th. Several board members plan on attending. The gift will be

used to install two more trees in the children's room. We plan to identify the trees with plaques that also say the trees were donated by Wegmans.

Motion: Tina Thompson

To accept with gratitude the \$5,000 donation from Wegmans. The Board has agreed to purchase trees by In-Scale, Inc. for the Children's Room when the check is received.

Seconded: Virdell Robbins

Motion carried unanimously

Chuck Marshall is pursuing quotes for the new carpet for the library. Many local carpet stores are under New York State Contract and therefore the Town will not need to go out to bid.

NYLA Renewal dues for 6/2008 – 6/2009.

Motion: Tina Thompson

To authorize the Treasurer to pay the NYLA 2008-2009 dues in the amount of \$175.00 from the Unrestricted Trustee Gift Fund.

Seconded: Jim Gaudet

Motion carried unanimously

So far we have distributed 1,376 summer reading packets from age 5 through adult.

We have received the \$300 Summer Reading Grant to be used for Juvenile programming. It will be sent to Finance for fund transfer along with our Bill for Replacement and UMS revenues.

FINANCES

Motion: Virdell Robbins

To approve Abstract #7 Claims 146 – 164 for a total amount of \$24,324.94.

Seconded: Jim Gaudet

Motion carried unanimously

The Budget Report was reviewed.

The Revenue Report was reviewed.

The Friends Bank Statement was reviewed.

HSBC Special Account as of 6/30/08 total \$14,508.76.

HSBC Checking Account net balance as of 6/9/08 \$21,817.97.

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NEW BUSINESS

Discussion of the 2009 Budget.

Motion: Jim Gaudet

To adopt the 2009 Henrietta Public Library Budget as submitted to the Board on July 9, 2008 in the amount of \$993,594.

Seconded: Tina Thompson

Motion carried unanimously

The Patron Comments Form was reviewed with no changes made.

The Patron Rules of Conduct Policy was reviewed with no changes made. Pat will ask other town library directors for a copy of their rules of conduct to check against ours to see if anything important has been omitted.

The meeting was adjourned at 7:55 p.m. by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson
Secretary