

HPL
Board of Trustees

Meeting Agenda
June 11, 2008
Wednesday 6:15 p.m.

APPROVAL OF MINUTES – May 14, 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. Re: Regarding Internet Safety Policy
2. Certified Trustee Program
3. Board discussion of preliminary budget

NEW BUSINESS

1. Review Emergency Exit Procedure
2. Review Exhibits/Display Policy
3. NYLA Dues

FUTURE AGENDA ITEMS

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

FUTURE ACTIVITIES

NEXT MEETING – July 9, 2008

ADJOURN

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

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

The minutes of May 14, 2008 were accepted as submitted.

CORRESPONDENCE

Pat will check with NYLA about the Board's Organizational Membership renewal.

Pat attended the RRLC 42nd Annual Membership Meeting. Retiring State Librarian Janet Welch spoke.

"Hot Books", a new collection of best sellers, is being processed for borrowing and will be put out on the floor on July 1.

DIRECTOR'S REPORT

President, Jim Gaudet, has signed the request for payment of the Summer Reading Grant. A check for \$300 will come from the Monroe County Library System as part of a state grant.

A local artist will be doing a canvas mural for the back wall in the Children's Room. She has been given \$400.00 for the materials (prepped canvas and paint).

The following item to be declared as surplus.

Motion: Tina Thompson

To request that the Town Board declare Inventory # 1026, a red newspaper stand, as surplus.

Seconded: Virdell Robbins

Motion carried unanimously

Parks and Facilities have planted three new trees outside the library. Bill Cooper, our volunteer, has planted flowers in the flower pots purchased by the board of Trustees.

Budget Transfer Request for 2008.

Motion: Virdell Robbins

The Board of Trustees of HPL has requested the following budget transfers by the Town Board from BFR (billed for replacement) funds, UMS (money to pay collection agency) and the Summer Reading Grant to increase line 05-7410-470 by \$4,509.91 in the 2008 Budget. This request will be sent to the Town as soon as the check comes for the Summer Reading Grant so it may be done on one transfer.

Seconded: Liz Schnucker

Motion carried unanimously

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The primary fund-raiser for the Board of Trustees, the sale of Entertainment Books will begin on June 16. When a 2009 book is purchased and paid for (\$25), the person will receive a 2008 book free.

The Budget Report was reviewed.

The Revenue Report was reviewed.

Motion: Virdell Robbins

To approve Abstract # 5 Claims 119-145 for a total amount \$17,380.84.

Seconded: Liz Schnucker

Motion carried unanimously

HSBC Checking Account total balance available \$21,518.97 less restricted funds \$2,631.57 for net funds available \$18,887.40.

\$14,506.30 remains from the New York State Grant for the replacement of the library roof in an HSBC Special Account. There is an additional 10% (\$5,750) amount to be requested from NYS when the project is completed.

The renewal summary for the following Certificate of Deposits:

CD# 1 renewal amount \$5,780.07 with a maturity date of 5/24/09.

CD# 2 renewal amount \$9,327.62 with a maturity date of 5/24/09.

CD# 3 renewal amount \$15,314.21 with a maturity date of 5/24/09.

The Friends Account has a balance of \$11,176.79.

UNFINISHED BUSINESS

There was a question as to when the HPL Internet Safety Policy was revised and approved. The minutes show that this was done at the February 2008 meeting.

The Certified Trustee Program forms were completed and will be mailed to NYSALB.

Discussion of the preliminary 2009 Budget.

NEW BUSINESS

Emergency Exit Policy was reviewed with no changes made.

Reviewed the Exhibit/Display Procedure with minor changes made to the policy and the waiver.

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Liz Schnucker will be moving out of Henrietta and resigning from the Library Board.

Motion: Jim Gaudet

To accept with regret the resignation of Liz Schnucker from the HPL Board of Trustees and with gratitude for the exceptional service she has provided to the community.

Seconded: Virdell Robbins

Motion carried unanimously

Motion: Liz Schnucker

To appoint David McNitt who has previous experience and knowledge of the role and responsibilities and has expressed a willingness to serve as trustee to fill Liz Schnucker's term which expires 12/31/08.

Seconded: Tina Thompson

Motion carried unanimously

The meeting was adjourned at 8:05 p.m. by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson
Secretary