

HPL
Board of Trustees

**Meeting Agenda
August 13, 2008
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – July 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

1. Vice President to fill remaining term through December 31, 2008

NEW BUSINESS

FUTURE AGENDA ITEMS

FUTURE ACTIVITIES

1. NYLA 2008 Annual Conference at Saratoga Springs November 5 – 8.

NEXT MEETING – September August 13, 2008

ADJOURN

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

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

The minutes of July 9, 2008 were approved as submitted.

CORRESPONDENCE

An Invitation to the Board was received for the 20th Anniversary Brunch for employees Carol Dombeck, Archana Prasad and trustee Virdell Robbins to be held September 19, 2008 at 10:00 a.m. in the Community Room.

The Summer 2008 Trustee Bulletin was received. It contained an article about the New York State Association of Library Boards' Distinguished Service Award for 2008 which was given to Tina Thompson. Several pictures accompanied the article.

A thank you note came from Deb Schiller, a visiting librarian of Brattleboro, Vermont who used our library while visiting Rochester. She spent time with the staff, took pictures of the library, and collected ideas for Teen programs.

An unrestricted donation of \$50.00 was received from Mr. and Mrs. Joseph Gangemi.

Pat, Virdell and David McNitt attended Wegmans Clock Tower Ceremony at the new store on Monday, August 4, 2008. The library will receive a check for \$5,000, from Wegmans, restricted for use in the Children's Room.

A Resolution was passed by the Town Board on July 16th for the budget transfers for Bills For Replacement/Unique Management Systems and the Summer Reading Grant.

DIRECTOR'S REPORT

Tina will send a note of thanks to the staff for all their hard work during this wonderfully busy, hectic and exciting summer.

On Monday, August 11th the work began on the old solar part of the roof. All the work is expected to be completed in approximately 2 weeks.

Pat has been meeting with carpet vendors in order to help Chuck Marshall prepare a quote for the Town Board's approval.

At the July meeting, Board members asked Pat to check other libraries' Patron Rules of Conduct to see if there was anything we were missing. Pat will email replies to the Board.

At the September 10th meeting Pat will not be able to attend due to another commitment. She will prepare a complete report, sign all bills, and the Board will meet without her.

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

Virdell Robbins: Motion to accept Abstract # 8 Claims 165 – 189 for a total amount \$10,400.27.

Seconded: David Pogue

Motion carried unanimously

HSBC Checking Account 5/9/08 – 6/9/08 total balance available \$21,817.97 less restricted funds \$3,210.57 for net funds available \$18,607.40.

HSBC Checking Account 6/10 – 7/9/08 total balance available \$20,590.28 less restricted funds \$3,718.57 for net funds available \$16,871.71.

HSBC Special Account 5/31 – 6/30/08 total balance \$14,508.76.

HSBC Special Account 7/1/08 – 7/30/08 total balance \$14,511.15.

The Friends Account has \$14,082.00.

Motion: Tina Thompson

That we expend up to but not to exceed \$75.00 per person for materials for the library collection in honor of the 20th Anniversary of Virdell Robbins, Carol Dombeck and Archana Prasad.

Seconded: Jim Gaudet

Motion carried unanimously

The \$5,000 check from Wegmans will be deposited in the Board's Restricted Trustee Gift Fund. The amount of \$4,900 will be paid to In Scale, Inc. for the two additional trees to be added to delineate the perimeter of the Children's Room. The remaining \$100 will go toward the area carpet that will be purchased for the Children's Room.

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UNFINISHED BUSINESS

Motion: Tina Thompson

To nominate David Pogue to serve as Vice President until December 31, 2008.

Seconded: Virdell Robbins.

Motion carried unanimously

Parks and Facilities have planted a beautiful flower bed along the side of the library.

The meeting was adjourned at 7:05 p.m. by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson