

HPL
Board of Trustees

**Meeting Agenda
September 18, 2008
Thursday 6:15 p.m.**

APPROVAL OF MINUTES – August 13, 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

FUTURE AGENDA ITEMS

1. 2009 Draft Holidays
2. Appoint Minerva Campbell Literary Contest Committee
3. Recommend a Trustee Replacement Appointment to Town Board
4. Board request transfer and budget amendment for BFR/UMS

FUTURE ACTIVITIES

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

NEXT MEETING – October 8, 2008

ADJOURN

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Present: Pat Bernhard, Virdell Robbins, Janet Zinck, Jim Gaudet, David Pogue and David McNitt. Guests: Supervisor Michael Yudelson and Head of Finance Paul Liess.

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

A warm welcome was extended to Supervisor Yudelson and Head of Finance, Mr. Paul Liess. They were at the meeting to explain the need to change the procedure for incorporating BFR (Billed for Replacement) and UMS (Unique Management Services - Monroe County Library System Collection Agency) revenues and expenditures for the next budget year.

The Supervisor announced that at last night's Town Board Meeting, a bid was accepted from EMCO Flooring to install the new carpet for the library. They had the low bid of \$63,000.

Supervisor Yudelson and Mr. Paul Liess left at 6:45 p.m.

The minutes of August 13, 2008 were approved as submitted.

CORRESPONDENCE

Make a Difference Day is October 25, 2008. The library will collect non-food items for the Rush Henrietta Area Food Terminal through October 25.

A thank you note to the HPL Staff for their hard work during the very busy summer was received from Tina on behalf of the Board.

Eileen Kovel, Children's Services Clerk, has sent letters to Henrietta daycare centers offering to provide outreach in the form of story hour visits.

A copy of the August 20, 2008 Town Board Resolution to authorize advertising for bids for Henrietta Public Library Carpeting Project has been received.

A donation from the HPL Board of Trustees was made to the Rush-Henrietta Education Foundation in memory of Robert L. "Bob" Thompson.

The Summer 2008 NYLA Bulletin was received.

Since David McNitt planned to leave early, the Library Claims Report was taken out of order so that he might be present to vote.

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CLAIMS

Motion: Virdell Robbins
To accept Abstract # 9 Claims 190 – 205 for a total amount \$10,046.22.
Seconded: David Pogue
Motion carried unanimously.

DIRECTOR'S REPORT

Our budget hearing will be during the second week of October prior to the regularly scheduled Board Meeting. The board will plan on ordering sandwiches for that evening.

Two Tech Camps are being planned for this fall. The first to cover digital photography is October 17 and the second on Facebook will be December 12. These will be for staff only but Trustee training will be planned on the same subjects later in the year.

The DRAFT 2009 Holidays and Closings was distributed and will be reviewed at the October meeting.

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

HSBC Checking Account 7/10/08 – 8/8/08 total balance available \$22,018.48 less restricted funds \$5,218.57 for net funds available \$16,799.91.

HSBC Checking Account 8/9/08 – 9/9/08 total balance \$27,534.62 less restricted funds \$10,718.57 for net funds available \$16,816.05.

HSBC Special Account total \$14,513.61.

The Friends bank statement as of 8/4/08 shows a balance of \$12,700.32.

Motion: Virdell Robbins
To adjourn the meeting at 8:05 p.m.
Seconded: Tina Thompson
Motion carried unanimously

Respectfully submitted,

Tina Thompson