

HPL
Board of Trustees

**Meeting Agenda
October 8, 2008
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – September 18, 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. 2009 Draft Holidays
2. Appoint Minerva Campbell Literary Contest Committee
3. Recommend a Trustee Replacement Appointment to Town Board

FUTURE AGENDA ITEMS

FUTURE ACTIVITIES

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

NEXT MEETING – November 12, 2008

ADJOURN

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

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

The minutes of September 18, 2008 were approved as submitted.

CORRESPONDENCE

Unrestricted donations were made to the library from Mr. & Mrs. William Sargent and Mr. Richard Strauss in memory of Robert L. "Bob" Thompson.

An unrestricted donation to the library was received from Mr. & Mrs. Gangemi.

A restricted donation from Mr. & Mrs. Engh in memory of Laila Rose Engh and Lisa Engh for Children's and Adult Mystery/Crime books. An acknowledgment of this gift was sent to Mr. Jeremy Engh.

Thank you notes were received from Virdell Robbins, Archana Prasad and Carol Dombeck for the Board's donation of materials to the library collection in honor of their 20th Anniversaries as a Trustee or staff member.

The Rush Henrietta Education Foundation sent a thank you to the Board and staff for donations made in memory of Robert L. "Bob" Thompson .

Town Board Resolution #16-181/2008 awarded EMCO Flooring the bid for the Henrietta Public Library Carpeting Project.

Town Board Resolution #18-199/2008 increased the original Henrietta Public Library Tower Roof Rehabilitation Project by \$385 for the additional labor required to move equipment.

DIRECTOR'S REPORT

For this year the money received from BFR (Billed for Replacement) and UMS (Unique Management Services) will be kept in line .470 and divided proportionately among the librarians and to cover the cost of the UMS (Unique Management Services – Monroe County Library System Collection Agency) bill.

The Director will meet with Paul Liess, Head of Finance, to see how the fund balance is decided and what tax formula is used.

Approval of the 2009 Holidays and Closed Days.

Motion: Tina Thompson

To adopt the draft of the Holidays and Closed Days for 2009 as submitted by the Director. The new schedule will provide for Saturday openings with limited hours during the summer of 2009.

Seconded: Virdell Robbins

Motion carried unanimously

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

Claims

Motion: Virdell Robbins

To accept Abstract # 10 Claims 206 – 235 for a total amount \$13,819.05.

Seconded: Jim Gaudet

Motion carried unanimously

HSBC Special Account 8/30/08 – 9/30/08 total \$14,516.08.

To reimburse the Director for sandwiches provided at the Board Meeting after the Town Budget Meeting.

Motion: Tina Thompson

The Treasurer reimburse the Director \$48.63 from Unrestricted Trustee Gift Fund for the cost of the sandwiches at tonight's meeting.

Seconded: David Pogue

Motion carried unanimously

Motion: Tina Thompson

To purchase a lunch for the staff during the time of the new carpet installation with an amount not to exceed \$100 from the unrestricted portion of the Trustee Gift Fund.

Seconded: David McNitt

Motion carried unanimously

The Friends bank statement has a balance of \$13,005.80.

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NEW BUSINESS

David McNitt and Tina Thompson have volunteered to be the Minerva Campbell Literary Contest Committee. A judge will be needed to replace Bob Thompson.

Tina will send a letter to the Town Board asking that David McNitt be appointed to the Library Board.

Motion: Jim Gaudet

That we recommend to the Town Board that David McNitt be appointed to serve as Library Trustee for a five year term beginning January 1, 2009 and ending December 31, 2013.

Seconded: David Pogue

Jim Gaudet, Tina Thompson, Virdell Robbins and David Pogue voted yes. David McNitt abstained. Motion carried.

Tina volunteered at the Bon Ton for the required time for the Saturday, November 15, Community Day fundraiser. This qualifies us to receive a portion of the sales from the coupon books sold that day at the store.

The meeting was adjourned at 7:15 p.m. by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson