

HPL
Board of Trustees

**Meeting Agenda
December 10, 2008
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – November 12, 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. Present Slate of Officers for next year
2. NYSALB Dues
3. Appoint new Trustee

FUTURE AGENDA ITEMS

1. Election of Officers
2. Review Board By-Laws and Statement of Policy

FUTURE ACTIVITIES

NEXT MEETING – January 14, 2009

ADJOURN

Henrietta Public Library
Board of Trustees
Minutes of December 10, 2008
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Present: David McNitt, Virdell Robbins, David Pogue, Tina Thompson, Jim Gaudet and Pat Bernhard. Absent: Janet Zinck

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

CORRESPONDENCE

Donations were received from the following:

A \$10.00 donation was given by Mrs. Patricia Talbot for help she received locating an obituary from Local History Librarian, Alicia Reinhardt.

The Lake Country Investment Club donated \$100.00.

Adair Jensen has donated \$80.00 for downloadable books.

Anne & Paul Morrow have donated \$100.00

The NYSALB newsletter for the fall of 2008 was received.

A thank you came from the School of the Holy Childhood for books donated to them by the Central Library and delivered by us.

The Henrietta Chamber of Commerce thanked us for allowing them to place a barrel in the library for donations for the Rush Henrietta Area Food Terminal.

A patron commented on how pleased he is with the library's atmosphere, new appearance, and collections.

DIRECTOR'S REPORT

HPL has added the database Reference USA, Business and Residential and renewed the subscription to Ancestry. These should be very useful to our patrons in addition to the databases the MCLS provides.

A check in the amount of \$13,329.25 from Library Services & Construction Act (LSCA) Grant will go to the town for the library's 50% matching payment of the roof tower project. Another check in the amount of \$1,139.06 sent to the town, is the interest earned on the grant money held in trust by the HPL Board of Trustees, and will go into the library revenue line.

NYS Tax officials have informed us that State tax forms will not be mailed to individuals this year. They are advising people to visit their local library, to download forms. This

will put quite a strain on the library staff since many people do not know how to search or download from a computer and may not know what forms they will need. Pat will check with the Senior Center for possible tax help. In the past they have offered tax services to seniors.

In order to keep the new carpets in good shape, it has been strongly recommended that it be cleaned regularly. We have installed more floor mats for the wet weather in order to alleviate snow and salt damage to the carpet. Pat has received 2 quotes from local vendors for having the carpets cleaned twice a year. This is something that will have to be taken up with the Supervisor since this information came after the budget was adopted by the Town Board.

To increase sales of the Entertainment Books we would like to offer two free holds with each purchase.

Motion: Jim Gaudet

With each Entertainment Book sold two free holds will be given to the patron. In order that we do not decrease our revenue for holds fees, the Board will pick up the cost of the lost revenue which will be \$1.00 per Entertainment Book.

Seconded: Virdell Robbins

Motion carried unanimously

The Board will sponsor a Valentine's Day Gift Basket as a fund raiser.

The Director asked to carry vacation days to next year.

Motion: Tina Thompson

Move that the Director be permitted to carry over the remainder of her vacation days (22.5) from 2008 to 2009.

Motion carried unanimously

MCLS Member Contract

Motion: David McNitt

To authorize the Board President to sign the MCLS (Monroe County Library System) Member Contract for January 1, 2009 – December 31, 2011.

Seconded: Tina Thompson

Motion carried unanimously

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

The Great Northern Pizza fundraiser made \$1,381. We have purchased a game table that can be used in the children's and teen areas. Family games included with the table are Checkers, Monopoly, Chess and Backgammon. We will purchase chairs to go with the table, and more board games for younger children. We will publicize the gift when all is purchased and we can get representatives from GNPK to come.

Claims

Motion: Virdell Robbins

To approve Abstract # 12 Claims 277 – 322 for a total amount of \$67,046.93.

Seconded: Tina Thompson

Motion carried unanimously

HSBC Checking Account 10/9/08 – 11/10/08 total balance \$27,607.95 less restricted funds \$8,680.40 for net funds available \$18,927.55.

HSBC Special Account 10/31/08 – 11/28/08 balance \$14,520.94. This is the LSCA funding already received (90%) and is now nearly depleted with the 2 checks going to the town this month.

The bill from InScale, Inc. for the additional two "trees" in the children's room is to be paid from the Wegmans donation of \$5,000 that was restricted for use in the children's area. The additional \$100.00 remaining will be used in the children's area at a later date.

Motion: Tina Thompson

To approve payment of the bill for the two trees done in the Children's Room by In Scale Models in the amount of \$4900 from restricted funds in the Trustee Gift Fund.

Seconded: David McNitt.

Motion carried unanimously

NYSALB dues.

Motion: David McNitt

The Board renews its membership for 2009 in NYSALB (New York State Association of Library Boards) in the amount of \$175.00 from the unrestricted funds in the Trustee Gift Fund.

The Friends Account has \$15,134.69.

Jim Gaudet will call the board members and in January will present the slate of officers for vote.

David McNitt and Tina Thompson attended the trustee workshop on public library districts and spoke about the information they received.

The meeting was adjourned at 8:45 by President, Jim Gaudet.

Respectfully submitted,

Tina Thompson
Secretary