

HPL
Board of Trustees

**Meeting Agenda
January 14, 2009
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – December 10, 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. Election of Officers
2. Review Board By-Laws and Statement of Policy

FUTURE AGENDA ITEMS

1. Goals-Discuss for coming year – Evaluate Long-Range Plan
2. Minerva Campbell Contest
3. Review ADA Compliance
4. Review BFR Procedure
5. Review Incident/Injury Procedure

FUTURE ACTIVITIES

1. Staff Holiday Party Friday, January 24, Henrietta Public Library 6:00 p.m.

NEXT MEETING – February 11, 2008

ADJOURN

Henrietta Public Library
Board of Trustees
Minutes of January 14, 2009
Page One

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

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

The minutes of December 10, 2008 were approved with one correction made.

CORRESPONDENCE

The MCLS office is coordinating the sale of a "Read" t-shirt which promotes the Monroe County Library System.

Thank you notes were sent to Virdell Robbins for her \$100 unrestricted donation and to David Garner for his \$100 unrestricted donation.

From the Town Board we received the following resolutions:

Janet Zinck will continue to be the liaison to the library.

David McNitt was appointed to serve as a Trustee with a term to expire December 31, 2013.

Rochester Public Library is celebrating its 175 years during 2009.

DIRECTOR'S REPORT

The Board received \$498.62 from The Bon-Ton Care to Share fundraiser.

A game table has been purchased for the children's and teens use with the money received from the Great Northern Pizza Kitchen fundraiser. We will purchase chairs with the additional money from the gift. Publicity for the gift will be undertaken when we get the chairs and at the convenience of the GNPK manager.

The staff winter party will be Saturday, January 24, 2009.

We will have a Welcome to Spring basket raffle with the drawing to take place on Friday, May 1st. David Pogue has offered to give a \$50 donation towards the basket.

Pat would like to purchase some laptops to have for use in teaching patrons to learn software in order to write resumes and how to apply for job positions using the Internet. She will contact companies in the Henrietta area to ask if they can donate money towards this project.

"Overdrive", the software used to download audio books and music, is now available for use on ipod's. Each cardholder may borrow as many as 8 of these items on his/her library card.

Henrietta Public Library
Board of Trustees
Minutes of January 14, 2009
Page Two

Petition Campaign Week is February 14 – 21 to lobby against proposed drastic cuts in state funding for library systems. MCLS is coordinating this effort and will be sending petition samples and information to all Member Libraries.

The publicity packets will no longer be in the board packets. Instead a copy of the library's monthly calendar will be included.

FINANCES

Claims

Motion: Virdell Robbins

To approve Abstract # 1 Claims 1 – 22 for a total amount of \$9,491.95.

Seconded: Tina Thompson

Motion carried unanimously

HSBC Special Account has a balance of \$53.35 that will remain for future use on the roof. The cost of the tower project (Part 2) was \$13,329.25. Other items will be undertaken to finish the project such as sealing and caulking. The interest earned on the original grant was \$1,139.06 which was given to the Town towards our 2008 revenues.

HSBC Checking Account 11/10/08 – 12/08/09 net funds available \$24,790.95 less restricted funds \$5,760.40 for net funds available of \$19,030.55.

Carol Dombeck will be retiring on January 16, 2009.

Motion: Tina Thompson

To purchase two books in honor of Carol Dombeck's retirement in the amount of \$50.00.

Seconded: Virdell Robbins

Motion carried unanimously

Pat Bernhard will be celebrating her 20th year at the library on February 27, 2009.

Motion: Tina Thompson

Move that we spend up to \$100.00 for materials for the library collection in honor of Pat Bernhard's 20 years of service to the Henrietta Public Library.

Seconded: Jim Gaudet

Motion carried unanimously

Tina suggested purchasing something permanent to be kept in the library in honor of Pat's 20th.

The Budget Report was reviewed.

Henrietta Public Library
Board of Trustees
Minutes of January 14, 2009
Page Three

The Revenue Report was reviewed.

The Friends Account has a balance of \$15,794.31. Also reviewed were the Friends 2008 Financial Report and Volunteer Hours and the 2008 Book Shoppe Annual Sales.

NEW BUSINESS

The slate of officers for 2009 was presented as follows:

David Pogue – President
David McNitt – Vice President
Virdell Robbins – Treasurer
Tina Thompson – Secretary

Motion: Tina Thompson
To accept the 2009 slate of officers.
Seconded: David McNitt
Motion carried unanimously

Review Board By-Laws with no changes made.

Reviewed Statement of Policy with minor grammatical changes made.

Tina attended the photography workshop for Trustees at Rochester Public Library and thought it was interesting and helpful.

The meeting was adjourned at 8:30 p.m. by Jim Gaudet.

Respectfully submitted,

Tina Thompson
Secretary