

HPL
Board of Trustees

**Meeting Agenda
February 11, 2009
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – January 14, 2009

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. 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 AGENDA ITEMS

1. Review Personnel Policy

FUTURE ACTIVITIES

1. Pat Bernhard's 20th Anniversary Brunch Friday, February 27th 10:00 a.m. at the Henrietta Public Library.

NEXT MEETING – March 11, 2009

ADJOURN

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

The meeting was called to order at 6:17 p.m. by President, David Pogue.

The minutes of January 14, 2009 were approved as submitted.

CORRESPONDENCE

- The HPL March Calendar and Spring Adult Program Flyer were included in board packets. We are no longer printing up publicity releases as the Board reads them in the newspapers and feels that it is no longer necessary. The adult program flyer now states that the first week's registration for adult programs is open to Henrietta residents only.
- Memorial Day Parade sign up information was received from the town. We have signed up for the parade and will include all staff in the invitation to participate.
- Resolution #3-52/2009 to declare the re-sensitizer as surplus was received from the town.
- The following unrestricted donations were received:
 - \$10.00 from Mr. Richard Leggett
 - \$100.00 from Ms. Virdell Robbins
 - \$20.00 for proctoring
 - \$100.00 memorial gift from Gardner Plus Architects
- A thank you was sent too Reading Is Fundamental (RIF) Corporate Relations/Colgate Palmolive for the Healthy Habits Book Collection. A note of thanks was also sent to Wegman's corporate offices since they were a participating partner.
- NYSALB Winter 2009 Trustee Bulletin
- CPSIA (Consumer Protection Safety Information Act) is questioning the safety of children's books in libraries from lead contamination. Libraries have been exempted from compliance for at least one year. The hope is that this unintended inclusion in "children's toys" will be resolved and libraries will be permanently exempt.
- The Supervisor received an email from a Henrietta woman who wanted to know why the Henrietta Public Library does not have a "play area with toys" for young children. He passed it along to Pat and she, in turn, let the Board know about it. We discussed the letter and since Tina already had been thinking about it, will ask her to answer.

DIRECTOR'S REPORT

Petition week for library advocacy is February 15 – February 22, 2009. Libraries in NYS are looking at a 22% reduction in state funding that will affect our Federal funding as well. We will have the petitions at all the circulation terminals and collect signatures to be forwarded to MCLS for Lobby Day.

Monroe County Library System is being forced by the state budget cuts to discontinue all systemwide databases except the D&C. This means that the databases that people depend on in the library and from remote access at home computers will end on March 31, 2009.

The following items will be sent to the Town Board to be declared surplus:

- # 493 Table-Half, Round Orange Wood 60x30
- # 494 Table-Half, Round Orange Wood 60x30
- # 1006 Table-Wood, Orange Formica Clad 60x30
- # 3434 CD Scratch Removal Machine

This item will be transferred to Department of Pubic Works for the foreman's office.

- # 1040 Stand Dictionary 2 Low Shelf Oak

These are to be declared surplus and the library will try to sell them instead of throwing them away:

- # 1021 Bookshelf Revolving 4 Section Aluminum
- # 1022 Bookshelf Revolving 4 Section Aluminum
- # 1023 Bookshelf Revolving 4 Section Aluminum
- # 1025 Bookshelf Revolving 4 Section Aluminum
- # 3880 Displayer, Revolving Multimedia (DVD bookshelf)

Dewey Crow's name was given to Pat as a piano appraiser. She will call him to look at the library piano and appraise it for possible sale.

The library will begin to sell prepaid cards for holds and fines. The first card will be used toward holds fees -- what we charge for getting a material from another library, or catching one of our books for which a patron is waiting. The price for the card is \$5.00 and will include a "free" hold (the 11th) on a card of 10 paid holds at \$.50 each. The "free" hold will be given when all 10 hold tickets are punched. The Board will pay the \$.50 for all holds that are given away in order to keep our revenue consistent.

We will also sell a second card that can be used to pay for fines in increments of \$.25. The card may be used as cash for any fines against a patron record. In no case however, will we be refunding any cash from the card's use. This card will also sell at \$5.00. We do not count on making any revenue from either of these cards but neither will we be losing any revenue. We will sell them as "patron convenience" cards or encourage people to buy them as small "gifties" for family and friends.

Motion: David McNitt

Support the hold and fine gift card program. The Board agrees to pay the free holds as not to lose any revenue.

Second: Jim Gaudet

Motion carried unanimously

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FINANCES

The Budget Reports for December 2008 final and January 2009 were reviewed.

The Revenue Report was reviewed.

Claims

Virdell Robbins: Motion to approve Abstract # 23 – 47 for a total amount \$32,927.24.

Seconded: Jim Gaudet

Motion carried unanimously

HSBC Special Account for 12/31/08 – 1/30/09 has a balance of \$53.35.

David Pogue and Virdell will work on the e-file return for the library board.

The Friends account was reviewed. Pat will check with Oressa what was the \$1,000.00 withdrawal.

NEW BUSINESS

The Directors goals and accomplishments were reviewed.

The Minerva Campbell Literary Contest will be tabled until March when Tina will be able to report.

BFR Policy

David McNitt: Move that the BFR will now be handled as a procedure and be dropped as a policy since it's content has been changed and no longer is used to request budget amendments by the Town.

Seconded: Virdell Robbins

Motion carried unanimously

The ADA Compliance was reviewed with no changes made.

The Incident and Injury was reviewed. We will check with the Town's safety officer to see if there are any new forms for this policy.

The meeting was adjourned at 8:00 p.m. by President, David Pogue.

Respectfully submitted,

James Gaudet
Secretary pro tem