

HPL
Board of Trustees

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

APPROVAL OF MINUTES – February 11, 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

1. Minerva Campbell Contest

NEW BUSINESS

1. Review Personnel Policy

FUTURE AGENDA ITEMS

1. Annual report to Community – presentation to Board
2. Review Body Fluid Procedure
3. Review Collection Development Policy/Computer Use Policy
4. Trustee Certification Update

FUTURE ACTIVITIES

NEXT MEETING – April 8, 2009

ADJOURN

Henrietta Public Library
Board of Trustees
Minutes of March 11, 2009
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Present: Janet Zinck, Tina Thompson, David Pogue, Virdell Robbins, Pat Bernhard. Absent: Jim Gaudet and David McNitt

The minutes of February 11, 2009 were approved as submitted.

CORRESPONDENCE

Brockport is having an After Hours @ the Library, a fundraiser for their new early literacy area for children ages birth through 5 and their parents/caregivers.

Town Board Resolution #5-65/2009 dated February 18, 2009 declaring last months items as surplus was received.

The HPL April calendar is in the packets.

2009 Trustee Institute May 1 and May 2, 2009 is in Syracuse at the Renaissance Hotel.

DIRECTOR'S REPORT

The cuts of all the MCLS (Monroe County Library System) databases (except Democrat & Chronicle) has been officially approved by the MCLS Board. By March 31, 2009 all will be gone. In order to keep our Local History program viable, HPL is purchasing HeritageQuest online for in-library use.

Fairport has home energy audit kits to circulate to patrons. Pat will check into the cost and details to see if it is something we should offer to Henrietta residents.

Samples of the Holds (Gift) Card and the Fines (Gift) Cards were shown; they are ready to be offered for sale to library patrons.

Our signed Document of Understanding Between the Monroe County Library System and its Member Libraries January 1, 2009 – December 31, 1011 has been signed by the MCLS President and returned to us.

The piano in the Community Room was appraised and we were told it has a cracked sound board. The piano has not been used in eighteen years and is in need of extensive repair. If someone would come and haul it away the Board would be glad to give it away.

Motion: Tina Thompson

Request the Town Board declare Inventory # 451 Piano as surplus.

Seconded: Virdell Robbins

Motion carried unanimously

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Ellen Glana, Teen Services Librarian, will be attending the Teen Book Festival at Nazareth College on April 4th. She is asking if the Board would provide lunch for her teens

Motion: Virdell Robbins:

To pay for the teen lunches at the book festival with an amount not to exceed \$100.00 from Unrestricted Funds.

Seconded: Tina Thompson

Motion carried unanimously

FINANCES

Claims:

Motion: Virdell Robbins:

To approve revised Abstract # 2 Claims 23 - 47 for total amount \$32,770.30.

Seconded: David Pogue

Motion carried unanimously

Motion: Virdell Robbins

To approve Abstract # 3 Claims 48 – 68 for total amount \$7,100.38.

Seconded: Tina Thompson

Motion carried unanimously

HSBC Checking Account 12/9/08 – 1/9/09 total balance \$20,612.49 less restricted funds \$2,241.40 for net funds available \$18,371.09.

HSBC Special Account (LLCA grant) 1/31/09 – 2/27/09 balance \$53.35.

The Budget Report was reviewed.

The Revenue Report was reviewed.

The Friends bank account was reviewed.

COMMITTEE REPORTS

The Minerva Campbell Contest will end on Monday, March 16, 2009.

NEW BUSINESS

Review of the Personnel Policy was tabled until the April meeting.

The meeting was adjourned at 7:27 p.m. by President, David Pogue.

Respectfully submitted,

Tina Thompson,
Secretary, HPL Board of Trustees