

HPL
Board of Trustees

**Meeting Agenda
April 8, 2009
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – March 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

1. Minerva Campbell Contest

UNFINISHED BUSINESS

NEW BUSINESS

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

FUTURE AGENDA ITEMS

1. Adoption, publish annual report to community
2. Director's presentation of preliminary budget
3. Review Community Room Policy
4. Review Internet Safety Policy
5. Discuss maturation/disposition and interest in all Board held CD/accounts

FUTURE ACTIVITIES

1. Memorial Day Parade May 17, 2009

NEXT MEETING – May 13, 2009

ADJOURN

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

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

The agenda was adjusted to accommodate the schedule of the Treasurer.

FINANCES

Claims

Motion: Virdell Robbins

To approve Abstract # 4 Claims 69 – 92 for a total amount \$17,935.63.

Seconded: Tina Thompson

Motion carried unanimously

HSBC Checking Account 1/10/09 – 2/9/09 total balance \$20,277.50 less restricted funds \$1,676.41 for net funds available \$18,601.09.

HSBC Special Account 2/28/09 – 3/30/09 balance \$53.35.

The plaque for the clock the Board purchased in honor of Director, Pat Bernhard's 20th Anniversary at the Henrietta Public Library has arrived.

Motion: Tina Thompson

The Treasurer pays the HPL Friends Reimbursable Fund the amount of \$47.50 from the Trustees Gift Fund Unrestricted Funds for the cost of the plaque for the clock in honor of Pat Bernhard's 20th Anniversary.

Seconded: Jim Gaudet

Motion carried unanimously

Teen Services Librarian, Ellen Glana, gave each of her teen attendees \$5.00 for lunch at Teen Book Festival. The turnout of teens was wonderful and in fact went over the previous month's motion of \$100.00 approved for the Board subsidy for lunch.

Motion: David Pogue

The Treasurer reimburse Ellen Glana \$110.00 from the Trustees Gift Fund Unrestricted Funds for the purchase of lunch for her attendees at this year's Teen Book Festival at Nazareth College on April 4, 2009.

Seconded: David McNitt

Motion carried unanimously

David Pogue has e-filed Form 990-N with the IRS; this is for nonprofits with earnings under \$25,000. David is working on the New York State form.

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The total received for the Bon Ton Fundraiser was \$579.89. The booklets sold amounted to \$221.00 and our portion of the sales divided among the nonprofit groups was \$358.89.

The Revenue Report was reviewed.

The Budget Report was reviewed.

Virdell Robbins left the meeting at 6:50 p.m.

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

CORRESPONDENCE

The Trustee Institute information was included for this year's NYSALB Conference to held May 1 and May 2 in Syracuse.

The HPL Calendar for May 2009 is in each board packet.

Resolution #8-93/2009 declared Inventory # 451, the piano, as surplus.

The Annual Report to the Community was reviewed.

Motion: David McNitt

Approve the distribution of Annual Report to the Community 2009 as amended.

Seconded: Jim Gaudet

Motion carried unanimously

DIRECTOR'S REPORT

The Outreach Department of the Central Library is asking for Member Libraries to collaborate with the NYS Dept of Labor to temporarily house NYSDOL employees (PT) in community libraries. They would be placed so they can assist people with employment counseling and related services. HPL has volunteered but there is no information yet as to when or who will be invited to participate.

The adult programmer is partnering with the Town Clerk and is offering evening programs at the library for obtaining a passport. Revenues earned at these programs remain with the town clerk's office.

A summer concert in July featuring the Hemlock Ridge Bluegrass Band will take place on the library lawn. David Pogue suggested inviting the President of RIT who is a big bluegrass fan.

The old Leteron sign machine needs to be declared surplus.

Motion: David McNitt

To request that the Town Board declare Inventory # 3069, a Leteron sign machine, as surplus because it is inoperable and obsolete.

Seconded: Tina Thompson

Motion carried unanimously

When doing the 2008 NY State Report the Director amended the 2007 NY State Report by adding notes to the 2008 report.

Motion: Jim Gaudet

To approve the 2008 New York State Annual Report.

Seconded: David McNitt

Motion carried unanimously

COMMITTEE REPORT

There were 63 entries received for the Minerva Campbell Literary Contest. The judges will meet May 1, 2009.

NEW BUSINESS

The Personnel Policy was reviewed with clarifications added to section IV - Salaries and Section B - New York State Retirement. A new employee evaluation form was also added. (The "old" form will be kept for future reference.)

We reviewed the Bodily Fluid Procedure with no changes made.

We reviewed the Collection Development Policy and changes will be approved at the May meeting.

The meeting was adjourned at 9:05 by President, David Pogue.

Respectfully submitted,

Tina Thompson
Secretary, HPL Board of Trustees