

HPL
Board of Trustees

**Meeting Agenda
June 10, 2009
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – May 13, 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. Board discussion of preliminary budget
2. Review Emergency Exit Procedure
3. Review Exhibits/Display Policy

FUTURE AGENDA ITEMS

1. Board adopt budget
2. Review Patron Comments
3. Review Patron Rules of Conduct
4. NYLA Dues

FUTURE ACTIVITIES

NEXT MEETING – July 8, 2009

ADJOURN

Henrietta Public Library
Board of Trustees
Minutes of June 10, 2009
Page One

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

Absent: Janet Zinck and Lynn Neill.

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

The minutes of May 13, 2009 were approved as submitted.

CORRESPONDENCE

The July calendar flyer was included in the Board packets.

A thank you note was received from Tina Dobner for the piano with the cracked sound board which was declared surplus by Town Board Resolution #8-93/2009.

DIRECTOR'S REPORT

The Monroe County Library System has formed a Technology Users' Group to promote cooperation and collaboration between the system and its member libraries.

Local History Librarian, Alicia Reinhardt, has learned that the Fingerlakes Heritage Trail Database will soon be available by website.

During June 15 through the 19, Jazz music will be performed at lunch time at the Bausch and Lomb Building of the central library.

Pat reported that she has filed the final paperwork necessary for the New York State Construction Grant used to replace the library roof. The total amount of the grant was \$57,500.

In preparation for the 2010 Census, this library is partnering with the Census Bureau by providing information on our website, distributing flyers and arranging for public question and answer opportunities in the Community Room in an effort to promote participation in the census process. This will have a minimal impact on staff time.

The Board reviewed the draft of the *Photo Release Form* and recommended that the form states that the photograph remains the property of the Henrietta Public Library. This form asks parental permission to use pictures of minor children at library events for publicity or promotional purposes.

The County Executive's Office is helping to promote the Summer Reading Program, "Be Creative@ Your Library". A press conference is scheduled for June 23 at the Strong Museum. A Quiz Bowl event is being planned by a group of young professionals for the end of the program. This will be a four day event:

Henrietta Public Library
Board of Trustees
Minutes of June 10, 2009
Page Two

Round One – September 19 and 20; Round Two – September 26 and on October 3 a final round will be hosted at the Central Library. Henrietta will face Gates Chili in Round One.

The mural donated by Julie Belock has been hung in the Children's Area. The official opening of the Children's Area, will be scheduled to accommodate the Supervisor's and Board President's schedules, tentatively in mid-July. We discussed a guest list and asked Pat to finalize the arrangements.

A grant of \$300 was received from the State for support of the Summer Reading Program. Sign up for children and adults will be Monday, June 22.

The Board reviewed the Friend's proposal for upgrading the Kitchen area. A few suggestions were made by the Board which Pat will convey to the Friends. We would like more detail in the proposal.

FINANCES

The Budget Report was reviewed. Pat noted that the library is being wired for fiberoptic lines as part of the town plan for a new phone system. The expectation is that this upgrade will pay for itself within two years.

The Revenue Report was reviewed.

Claims:

Motion : Virdell Robbins

To accept revised Abstract #5, claims 93-121 for a total amount of \$28, 250.78. (The original abstract was in the amount of \$28, 596.43.)

Seconded: Jim Gaudet

Motion carried unanimously.

Motion: Virdell Robbins

To approve Abstract #6, claims 121-153 for a total amount of \$40, 080.20.

Seconded: Jim Gaudet

Motion carried unanimously.

The Trustee Gift Fund HSBC checking account was reduced by the amount of \$14,100 which was divided and invested with existing Certificates of Deposit as directed by the Board at our May meeting.

The HSBC Special Account will be closed when we receive the rest of the Grant money used for the Roof Project.

Henrietta Public Library
Board of Trustees
Minutes of June 10, 2009
Page Three

The Board fund raiser earned \$733.00.

COMMITTEE REPORTS

Minerva Campbell Literary Contest

Tina reported that a total of 63 entries were received. Roth received 3 prizes for poetry; Burger received 1 prize for prose and 3 for poetry; Rush-Henrietta Senior High School received 2 prizes for prose and 3 for poetry. Prize money was provided by the Friends. Winning entries will be available in a notebook in the Teen Area of the library and on our website.

UNFINISHED BUSINESS

The Board reviewed the preliminary budget and made a few suggestions in the line justifications. Pat noted that Line .435 Data Processing will be changed to reflect the request from the Supervisor that library computers be purchased rather than leased.

NEW BUSINESS

The Board reviewed the Emergency Exiting Procedure/Fire Alarms and the Exhibits/Display Policy with no changes made.

The meeting was adjourned at 8:45p.m. by President David Pogue.

Respectfully submitted,

Tina Thompson, Secretary

Note: Board packets included the handout from the Trustee Institute, "Branding and Marketing Your Library."