

HPL
Board of Trustees

**Meeting Agenda
August 12, 2009
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – July 8, 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

FUTURE AGENDA ITEMS

FUTURE ACTIVITIES

NEXT MEETING – September 9, 2009

ADJOURN

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Present: Virdell Robbins, Jim Gaudet, Guest, Mr. Paul Forcella, David Pogue, Janet Zinck, Pat Bernhard, Tina Thompson and David McNitt.

The Board meeting was called to order at 6:15 p.m. by President, David Pogue.

The order of the Agenda was changed to accommodate Virdell Robbins who had to leave the meeting early.

Finances

Claims:

Motion: Virdell Robbins

To approve Abstract # 8 Claims 178 – 202 for a total amount of \$14,008.86.

Seconded: Tina Thompson

Motion carried unanimously.

HSBC Checking Account for 6/9/09 – 7/8/09 has a total balance available \$7,983.43 less restricted funds of \$885.16 for net funds available \$7,098.27.

HSBC Special Account check for \$53.35 was given to the Town of Henrietta as part of the grant completion. This account is closed.

At 6:20 p.m. Virdell Robbins was excused from the meeting.

Guest, Mr. Paul Forcella spoke from 6:20 p.m. – 6:30 p.m. His concerns were about the library staff, the condition of a book and a table leg in the Community Room. Mr. Forcella left the meeting at 6:35 p.m.

Finances continued:

The Budget Report was reviewed.

The Revenue Report was reviewed.

The Friends Account has a balance of \$18,233.78.

To the beginning of the Agenda:

The minutes of July 8, 2009 were approved as submitted.

CORRESPONDENCE

HPL September Calendar was distributed.

NYSALB Summer 2009 Trustee Bulletin was received.

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A thank you from the School of the Holy Childhood for the used books the Friends donated for the start of their library was received.

DIRECTOR'S REPORT

June and July's statistics were reviewed.

We are checking into the cost of new wiring prior to the new computer installation in January 2010.

David wrote a letter on behalf of the Board to accompany the 2010 Budget submission to Supervisor Yudelson.

The final count on the Summer Reading Program is 1,497. Of that total, 903 were K-6, 194 were YA, and 300 were adult. Our End of Summer Party was on August 7 with 150 in attendance.

The Town is drafting a Workplace Violence Prevention Program Policy. When it is completed a copy will be kept with our Personnel Policy.

Draft copy of the 2010 Holidays and Closed Days

Motion: Tina Thompson

That we accept the 2010 Holidays and Closed Days as submitted by the Director.

Seconded: Jim Gaudet

Motion carried unanimously.

The Bon Ton Community Day 2009 is Saturday, November 14, 2009. We need to sell 25 coupon books here at the library and Tina has offered to sit at Bon Ton's for the required 2 hour period.

Rush-Henrietta Senior High School is launching a school-wide acknowledgement program titled "R.O.A.R.:" **R**ecognizing **O**utstanding **A**tttributes at **R**HSH. Students who demonstrate the recognized attributes on a regular basis will be eligible for a random drawing. The school is asking local businesses to donate small rewards to be used to support this program.

Motion: Tina Thompson

That we purchase 10 holds free cards in the amount of \$50.00 from Unrestricted Trustee Gift Funds to be given to the Rush-Henrietta Senior High School used for the "R.O.A.R." program.

Seconded: David McNitt

Motion carried unanimously.

The Board discussed the concerns stated by Mr. Paul Forcella. In the future any of his complaints should be written down on one of our Patron Comment sheets and given to the

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reference librarian. The Board wants it very clearly understood by Mr. Forcella, that the Chess Club is not a library sponsored program, we only offer the Community Room for the group to use. A letter will be drafted by David Pogue to Mr. Paul Forcella explaining the above procedure and clarification.

The meeting was adjourned at 7:45 p.m. by President, David Pogue.

Respectfully submitted,

Tina Thompson
Secretary