

HPL
Board of Trustees

**Meeting Agenda
October 14, 2009
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – September 9, 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. Appoint Minerva Campbell Literary Contest Committee
2. Recommend a Trustee Replacement Appointment to Town Board

FUTURE AGENDA ITEMS

FUTURE ACTIVITIES

1. Emerging Technology & Leadership Conference will be October 22-23, 2009 in the Kate Gleason Auditorium
2. Trustee Training on Legal Responsibility Saturday, November 7, 2009 in the Kate Gleason Auditorium
3. Bon Ton Community Day Saturday, November 14, 2009

NEXT MEETING – November 11, 2009

ADJOURN

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

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

The minutes of September 9, 2009 were approved as submitted.

CORRESPONDENCE

Notes of appreciation were received from:

Fred Cappy of Woodcrest Commons who praised the service of HPL Librarians and noted how helpful AV Librarian, Nancy Maxwell was to him.

Karyn Schapp, an out of county resident who paid for her card, appreciated being able to check out books and videos and complimented the staff on their friendly and helpful service.

Mrs. Claudia Klaver (Erie Station Rd) who submitted a comment telling the Board how pleased she is with the service, helpfulness, and knowledge of the staff of the HPL.

Thomas Kishlar of the Henrietta Chamber of Commerce and the Rush Henrietta Area Food Terminal for allowing a food collection barrel to be placed in the library from November 30, 2009 through December 22, 2009.

The Director sent a thank you to Ms. Karen Cutitta, Vice President of Events and Public Relations at the district Five Star Bank for the gift of \$500.00 to our Children's Program.

A thank you was also sent to Kimberly Frens of the Henrietta Branch of Five Star Bank for the check and the event to which we were invited.

Eileen Kovel, Children's Services Clerk, has sent letters to Henrietta daycare centers offering to provide outreach in the form of annual story hour visits.

A letter of reply was sent to Mr. Paul Forcella from the Director to answer his questions on a recent comment sheet.

The November 2009 Henrietta Public Library calendar of events was included in the board packets.

DIRECTOR'S REPORT

September statistics were reviewed. It is noted that the monthly circulation figures continue to increase from the previous year. It was also noted that Summer Sunday hours were very well received.

There is a strong possibility that LSA money (our NYS aid to libraries) will be in mid-year cuts that the Governor is proposing. It is unclear at this time, but we have been told that we should receive a check within the next few weeks.

Based on recommendations from the town library directors, the Monroe County Library System is investigating the cost of upgrading the Integrated Library Software (ILS) in 2010 rather than waiting until 2012 because the

current software will no longer be supported or enhanced by CARL. An upgrade to CARL.X at an earlier date will depend upon review by the County Capital Improvement Program Committee.

The OverDrive Digital Bookmobile visit to HPL was a success. Over 200 people toured the display and learning centers in the Bookmobile.

A new display case has been added to the Local History corner. Documents and personal articles from the library's and the Town Historian's collection will be highlighted. We hope to change the material monthly and display items that we previously were unable to exhibit. Much interest has already been generated.

On October 8 we met with the Finance Committee to discuss the library budget. Our 2010 Budget will include the purchase instead of the lease of new computers. There was discussion about computer costs, health care, and our cleaning service. Questions were also asked about the age and reliability of our HVAC system. The Director will write a memo to the Supervisor and the Town Board answering the questions in more detail.

Tina and David McNitt volunteered at the Bon Ton for the time required to allow library participation in the Community Day fundraiser on November 14, 2009. This qualifies us to receive a portion of the sales from the coupon books sold that day at the store.

The Friends of Henrietta Public Library are continuing to remodel the Community Room kitchen into a more comfortable and workable Book Shoppe. New shelves are to be delivered and installed in December. Some new cabinets, a refrigerator, and countertops will be installed shortly thereafter. The whole project is being paid for with private money from the FHPL.

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

Motion: Virdell Robbins

To approve Abstract # 10 Claims 226 – 251 for total amount \$13,303.43.

Seconded: Jim Gaudet

Motion carried unanimously

The HSBC Checking Account for 7/9/09 – 8/10/09 has a total balance available of \$9,565.38 less restricted funds of \$2,385.16 for net funds available of \$7,180.22.

The HSBC Checking Account for 8/11/09 – 9/9/09 has a total balance available of \$9,865.38 less restricted funds of \$2,685.16 for net funds available of \$7,180.22.

The Friends account has a balance of \$18,172.29.

At 7:30 p.m. David Pogue turned the meeting over to Tina Thompson and left due to pressing commitments.

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NEW BUSINESS

David McNitt and Tina Thompson volunteered to be the Minerva Campbell Literary Contest Committee.

David Pogue's term on the Board expires on December 31, 2009. At the November Library Board of Trustees meeting we will recommend to the Town Board that David Pogue be re-appointed to serve as Library Trustee.

Discussion of Open Meeting Laws in New York was tabled until the November meeting. The Director will provide copies for the Board.

The MCLS Policy on Computer Use Log Retention for the Monroe County Library System and the Technology Plan 2009-2013 were also tabled until the November meeting. Discussion on both items will have taken place at the MCLS Board of Trustees meeting in the meantime. This Board will be asked to vote on the Computer Use Log Retention Policy at the November meeting.

The meeting was adjourned at 8:00 pm by Tina Thompson

Respectfully submitted,

Tina Thompson