

HPL
Board of Trustees

**Meeting Agenda
December 9, 2009
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – November 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

NEW BUSINESS

1. Slate of Officers for next year
2. Interviews/Appointments for New Trustee

FUTURE AGENDA ITEMS

FUTURE ACTIVITIES

NEXT MEETING – January 13, 2009

ADJOURN

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

The meeting was called to order at 6:22 p.m. by President, David Pogue.

The minutes of November 11, 2009 were corrected and approved.

CORRESPONDENCE

The Board received a letter from David Pogue indicating that he will not seek another term as library trustee. His service on the board will end on December 31, 2009.

NYSALB (New York State Association of Library Boards) sent the Fall 2009 Trustee news letter.

We received a thank you letter from FISH/RHAFT (Friends in Service Here and Rush-Henrietta Area Food Terminal) for the September and October donations from the staff and patrons of the Henrietta Public Library in connection with "Make a Difference" Day!

We received a thank you from the Rundel Library Foundation for the Board's donation to the Harold Hacker Fund for the Advancement of Libraries. Gifts to the fund have made it possible to distribute the first set of grants in support of library programs.

We received the following meeting information for 2010 from the Town of Henrietta: Town Board Schedule, Special Use Permits Schedule, Conservation Board Schedule, Planning Board Schedule and Zoning Board of Appeals Schedule.

A letter from Governor Paterson directing the Division of the Budget to reduce state aid payments administratively in order to balance the budget and prevent New York from running out of cash was distributed.

Board packets also included:

HPL Flyers – Genealogy at HPL, On-Line...All the time!, Reference USA, The Monroe Academy "A Pioneer Achievement" and Program cards for Adult, Teen and Children's.

The January 2009 Henrietta Public Library calendar of events.

The Call of the Wild book by Jack London for the Big Read.

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DIRECTOR'S REPORT

Statistics were reviewed.

A Geocache game will start in January with the kick-off of the Call of the Wild for the winter 2010 Big Read. The idea of this game is to encourage people to visit different libraries throughout the Monroe County Library System. We will use small whistle/pen lights as our Geocache "treasures".

The State Librarian's office called saying they received a 14 page packet from Paul Forcella. They responded by sending a form letter that they do not get involved in local library policies.

The re-wiring of all the computers and printer/copiers will be done next week. The lowest bid was Monarch Telecom, Inc.

Motion: Tina Thompson

To approve the lowest bid of \$7525 from Monarch to do the re-wiring.

Seconded: Virdell Robbins

Motion carried unanimously.

The Town has sent over a form on violence, smoking and vehicle use for each full-time employee to read, sign and return to Chuck Marshall, Safety Officer.

Vacation Days

Motion: Jim Gaudet

To approve the Director's request to carry over 13 days of vacation from 2009 to 2010.

Seconded: David Pogue

Motion carried unanimously.

Two HP Notebook PC's were ordered and support staffer, Nan Porter, will be teaching computer use and basic Word to help patrons prepare, construct and file resumes online.

Dessert for the Holiday Party.

Motion: Tina Thompson

That the Treasurer be authorized to spend up to \$100.00 for desserts for the staff holiday party on Friday, January 22, 2010 from the Unrestricted Trustee Gift Fund.

Seconded: Jim Gaudet

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

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2010 NYSALB dues

Motion: Jim Gaudet

To pay the Board's 2010 annual membership dues to NYSALB (New York State Association of Library Boards) in the amount of \$175.00 from the Unrestricted Trustee Gift Fund.

Seconded: Tina Thompson

Motion carried unanimously.

HSBC Checking Account 10/9/09 – 11/09/09 total balance available \$11,620.38 less restricted funds \$5,040.16 for net funds available \$6,580.22.

The Unrestricted Fund Certificate of Deposit was transferred from Citizens Bank to Five Star Bank because of a more favorable rate. The account was opened 11/30/09 in the amount of \$13,039.68 with a 13 month maturity date of 12/30/10.

Revised Abstract # 11

Motion: Virdell Robbins

To approve the revision to the reimbursement to the Friends Reimbursable Account from \$50.00 to 35.00 as a gift card was used for purchases. The revised total expenditure amount is \$46,254.61.

Seconded: Tina Thompson

Motion carried unanimously.

Claims:

Motion: Virdell Robbins

To approve Abstract # 12 Claims 287 – 327 for total amount \$53,468.52.

Seconded: Jim Gaudet

Motion carried unanimously.

The Friends account has a balance of \$9,208.04.

NEW BUSINESS

The new slate of officers for 2010 is: President-Tina Thompson, Vice President-Jim Gaudet and Treasurer-Virdell Robbins. The Secretary will be appointed at a later date.

New trustee recommendation

Motion: Virdell Robbins

To recommend that the Town Board appoint Melanie Phillips as the new Library Board Trustee for a 5-year term beginning on January 1, 2010 – and ending on December 31, 2014.

Seconded: Jim Gaudet

Motion carried unanimously.

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David McNitt's resignation:

Motion David Pogue

To formally accept the resignation of Trustee, David McNitt.

Seconded: Tina Thompson

Motion carried unanimously.

David Pogue, Jim Gaudet and Tina Thompson will comprise the committee to interview Anna Jannes on Thursday, December 17, 2009 at 5 pm.

The meeting was adjourned at 7:20 p.m. by President, David Pogue.

Respectfully submitted,

Tina Thompson