

HPL  
Board of Trustees

**Meeting Agenda  
February 10, 2010  
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – January 13, 2010

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

UNFINISHED BUSINESS

NEW BUSINESS

1. Goals-Discuss for coming year – Evaluate Long-Range Plan
2. Review ADA Compliance
3. Review Incident/Injury Procedure

FUTURE AGENDA ITEMS

1. Review Personnel Policy

FUTURE ACTIVITIES

NEXT MEETING – March 10, 2010

ADJOURN

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Present: Virdell Robbins, Anna Jannes, Pat Bernhard, Janet Zinck, Jim Gaudet, Tina Thompson, Melanie Phillips and Lynn Neill.

The meeting was called to order at 6:25 p.m. by President, Martina Thompson.

Tina thanked Melanie, Anna and Virdell for selling coupon books for the Bon♦Ton Community Day, February 27, 2010.

Rosanne Rosella and her husband have donated an electric scooter for patrons to use in the library. Melanie will send a thank you to them.

The minutes of January 13, 2010 were approved as submitted.

#### CORRESPONDENCE

The January NYSALB Trustee Bulletin and the HPL March Calendar are in the board packets.

A 2-year comparison from 2009/2008 on the library's statistics for circulation, door count, programs and program attendance was done and has been sent to the Supervisor and the Town Board.

The Director received a packet from the Mayor's Office titled Putting Children First: A Framework for Change in School Governance.

American Library Association has compiled information on "Libraries Getting America Back to Work: A Legislative Proposal to Save Libraries and Help Job Seekers".

#### DIRECTOR'S REPORT

The January statistics were reviewed.

E books are able to be downloaded from OverDrive at the Monroe County Library System web site. A list of supported E Reader devices is found on the MCLS website. [www.libraweb.org](http://www.libraweb.org)

The Geocache game during the Big Read, "Call of the Wild" is taking place now. People are coming into the library to search for clues for the designated items. After all seven have been found they received a prize called a cache, ours is a lighted key chain/emergency whistle.

Lobby Day is Tuesday, March 2, 2010. Monroe County Library System will have a bus going to Albany and has made appointments to meet with representatives.

AUD – Annual Update Document for general municipal law # 30 was received by the Library Board Treasurer for the first time in December of 2009. Since we are supported by a

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Municipality, the library is included in the Town's audit process. Pat has filed the SPU Data Management page one as required by the Comptroller.

The Board will look into getting a sign for the Book Shoppe door as a gift to the Friends from the remodeling of the Book Shoppe. They have requested a stainless steel sign with Book Shoppe in black lettering.

The Friends will contribute \$1300.00 along with the private donation of \$1500.00 to complete the \$2800.00 purchase for an Early Literacy Station for ages 2-10. This is a stand-alone computer and will not be connected to the Internet. It will be placed in the children's Room where access will be convenient for children and parents.

The Memorial Day Parade will be Sunday, May 23, 2010 starting at the Rush-Henrietta High School. We will meet in the parking lot at 12:30 p.m. Trustees and children are invited to join the library staff.

CIPA (Children's Internet Protection Act) compliance document was filed with the Monroe County Library System for E-rate participation as a Member Library.

#### FINANCES

The end of year Budget Report was reviewed. The amount of \$5300.00 went back into the Library's Fund Balance. Part of this money (\$3200) was intended as additional installation of our new computer system and another part (\$2100) was for our annual Books-on-CD subscription. We will cancel that subscription because it is not in our 2010 budget. This is a popular media and will be missed by our patrons.

The January Budget Report was reviewed.

The Revenue Report was reviewed.

Motion: Virdell Robbins

To approve Abstract #2 Claims 17 – 32 for total amount \$53,930.28.

Seconded: Jim Gaudet

Motion carried unanimously

The HSBC Checking Account 12/9/09 – 1/11/10 total balance available \$9,340.47 less restricted funds \$1,762.17 for net funds available \$7,578.30.

#### NEW BUSINESS

Goals – discuss for coming year.

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Reviewed the ADA Compliance with no changes made.

Reviewed the Incident/Injury Procedure with no changes made.

The meeting was adjourned at 8:25 p.m. by President, Martina Thompson.

Respectfully submitted,

Melanie Phillips  
Secretary