

HPL
Board of Trustees

**Meeting Agenda
April 14, 2010
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – March 10, 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

UNFINISHED BUSINESS

1. Adopt Workplace Violence

NEW BUSINESS

1. Annual report to Community – presentation to Board
2. Review Bodily Fluid Procedure
3. Review Collection Development Policy/Computer Use Policy
4. Review Community Room Policy – Director's request
5. Trustee Certification Update
6. CD #2 maturing 4/24/10

FUTURE AGENDA ITEMS

1. Adoption, publish annual report to community
2. Director's presentation of preliminary budget
3. Review Internet Safety Policy

FUTURE ACTIVITIES

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NEXT MEETING – May 12, 2010

ADJOURN

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

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

The minutes of March 10, 2010 were corrected and approved.

CORRESPONDENCE

- The staff received a thank-you note from Katherine Kells for the wonderful Broadway Party (Community Party) on March 28.
- A thank you came from Esther and RJ, teachers for the three dance classes for the Broadway Party, who thought the party was terrific.
- Karyn Schapp sent a lovely note. She said that even though she has to pay for her library card, (she lives outside Monroe County and pays for library service); she has thoroughly enjoyed the use of library materials and our friendly staff.
- We received a nice note from the patron who had fallen in the lobby several weeks ago. She was grateful for the kindness and concern the staff had given her.
- Roth Middle School's March 2010 newsletter had a nice article about Ellen Glenna (Teen Services Librarian) and Patricia Landza (library intern) and their school visit to the seventh graders.
- The Director has sent a thank-you letter to the Pop Show Band for the excellent performance at the Broadway Community Party and the donation of a large portion of their fee.
- The May 2010 Henrietta Public Library calendar of events was in each folder.

DIRECTOR'S REPORT

March statistics were reviewed.

The Director has received a letter from the Department of Library Development (DLD) that said our "Charter was reviewed and it is unclear". The statement refers to the fact that the official Charter of HPL does not say that the area of service is the Town of Henrietta. The Director looked up all the old applications and saw that they most definitely stated that the service area was the Town of Henrietta. It has most likely been the State Board of Regents or the DLD, that in writing the boilerplate for library charters in NYS, omitted that phrase. This is evidently something that was recently discovered about libraries all over the state, many of which, have been chartered for more than 50 years. Fourteen of the nineteen libraries in the MCLS have Charters that are "unclear". Regardless of the fact that it was not a mistake of our making, DLD has requested a Resolution to Amend the HPL Charter, and a resolution to petition the State Board of Regents to pass the Resolution to Amend. They also requested a \$60 fee to do this.

Motion: Tina Thompson

Requests a resolution to amend the Charter of the Henrietta Public Library.

Seconded: Virdell Robbins
Motion carried unanimously

Motion: Jim Gaudet
To petition the Board of Regents to act on the Resolution submitted by the HPL Board of Trustees to Amend the HPL Charter.

Seconded: Anna Jannes
Motion carried unanimously

Motion: Jim Gaudet
That we authorize the treasurer to pay \$60.00 from Unrestricted Trustee Gift Fund to the NYS Education Department.

Seconded: Melanie Phillips
Motion carried unanimously

We received a check for \$164.77 for the Board's share of fundraising efforts from the Bon-Ton Care to Share Day.

Ellen Glana, Teen Services Librarian, is once again meeting a group of teens at this year's book Teen Book Festival at Nazareth College. She has asked the Board for funding to offset a portion of the teen's lunches for that day.

Motion: Tina Thompson
The Board will offset the cost of lunch for up to 25 teens in the amount of \$125.00 from the Unrestricted Trustee Gift Fund for the Book Festival Saturday, May 15, 2010 at Nazareth College.

Seconded: Jim Gaudet
Motion carried unanimously

The new Book Shoppe Sign for their door is here.

Motion: Anna Jannes
To pay for the new sign for the Book Shoppe door in the amount of \$59.35 from Unrestricted Trustee Gift Fund. It will be presented this Friday to the Friends, as a thank-you gift from the Board, at Lynn's 20th Anniversary Brunch.

Seconded: Melanie Phillips
Motion carried unanimously

Budget transfers:

Transfer \$1800.00 from line 470 Contingency to line 453 Data Processing and transfer \$222.07 from line 470 Contingency into line 200 Equipment. Both these expenses were necessary for the new computer installation.

Motion: Tina Thompson
Seconded: Virdell Robbins
Motion carried unanimously

FINANCES

The Revenue Report was reviewed.

Claims

Motion: Virdell Robbins
To approve Abstract #4 Claims 54 – 77 for a total amount of \$20,590.16.
Seconded: Jim Gaudet
Motion carried unanimously

HSBC Checking Account 2/9/10 – 3/8/10 total balance \$9,323.03 less restricted funds \$1,391.21 for net funds available \$7,931.82.

The Board's Certificate of Deposit matures on 4/24/10 with a current balance of \$16,746.98. Virdell Robbins will check with Jim Gaudet as the time approaches as to what would be the best investment for this money.

Motion: Tina Thompson
That the Treasurer consult with Jim Gaudet and is authorized by the Board to invest this certificate of deposit.
Seconded: Melanie Phillips
Motion carried unanimously

The Friends account has a balance of \$4,938.97 after purchasing the Children's Early Literacy computer and paying for the Broadway Community Party.

COMMITTEE REPORTS

The judges have met and picked the winners for the Minerva Campbell Literary Contest. The senior awards ceremony is Tuesday, June 1 and Tina has offered to attend. The undergrad ceremony is Wednesday, May 26 and the middle school ceremonies are Monday, June 7.

Jean Delfs, who has been a judge for the Minerva Campbell Literary Contest for many years will be retiring this year. Tina has asked if the Board would donate poetry books and engrave her name on the volunteer plaque as a thank you.

Motion: Tina Thompson
To approve the purchase of poetry books in the amount up to \$75.00 from the Unrestricted Trustee Gift Fund and to engrave her name on the volunteer plaque.
Seconded: Jim Gaudet
Motion carried unanimously

UNFINISHED BUSINESS

The Workplace Violence Zero Tolerance Policy was reviewed and approved.

Motion: Tina Thompson

To adopt the Town of Henrietta's Workplace Violence Zero Tolerance Policy as part of the Henrietta Public Library's Personnel Policy.

Seconded: Anna Jannes

Motion carried unanimously

NEW BUSINESS

The 2009 Annual Report was corrected and approved for distribution.

The Bodily Fluid Waste Cleanup Procedure was reviewed with no changes made.

The Collection Development was reviewed with no changes made.

The Community Room Policy has been changed so that requests for the room can only be made in person, by mail, email, or fax using our application form.

Motion: Jim Gaudet

To adopt the changes to the Community Room Policy as proposed by the Director.

Seconded: Melanie Phillips

Motion carried unanimously

The meeting was adjourned at 8:15 p.m. by President, Tina Thompson.

Respectfully submitted,

Melanie Phillips
Secretary