

HPL  
Board of Trustees

**Meeting Agenda  
May 12, 2010  
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – April 14, 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

NEW BUSINESS

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

FUTURE AGENDA ITEMS

1. Board discussion of preliminary budget
2. Review Emergency Exit Procedure
3. Review Exhibits/Display Policy

FUTURE ACTIVITIES

1. Memorial Day Parade Sunday, May 23, 2010

NEXT MEETING – June 9, 2010

ADJOURN

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

The meeting was called to order at 6:20 p.m. by President, Tina Thompson.

The minutes of April 14, 2010 were corrected and approved.

#### CORRESPONDENCE

- The newly formatted "Trustee" April 2010, arrived from NYSALB. NYSALB was recently renamed The Library Trustees Association (LTA).
- Make a Splash – Read! (The Henrietta Public Library 2010 Summer Programs for Children brochure) was given to Trustees.
- The June 2010 Henrietta Public Library calendar of events was also in everyone's packet.
- Tina Thompson received an invitation to celebrate Jack Driscoll's retirement from his 30 years of public service to Henrietta and Monroe County. The party will be held Thursday, May 27, 2010 at Locust Hill Country club from 5 – 7 p.m.

Motion: Tina Thompson

That we spend in the amount not to exceed \$75 to purchase books to recognize Jack Driscoll for 30 plus years of public service. Funding is to be taken from the Unrestricted Trustee Gift Fund.

Seconded: Melanie Phillips

Motion carried unanimously

#### DIRECTOR'S REPORT

April's statistics were reviewed.

The New York State Open Meetings Law (OML) was amended April 14, 2010 and requires public bodies to make all reasonable efforts to hold meetings in facilities to accommodate members of the public who wish to attend the meeting. We are fully compliant with this amendment. Another change to OML takes effect April 1, 2011 and requires public meetings to be open to being photographed, broadcast, webcast or otherwise being recorded or transmitted by audio or video means. The Board will add this to its procedures to state that all audio, photograph images, or video recording or transmission are permitted; but, need a 48 hour prior notice to the Library Board. This will be added to a future agenda.

The required resolutions for the amendment to our charter were done, signed, notarized and filed with a check for \$60 "To the Regents of the University of the State of New York."

The library's IRS 2009 tax return for nonprofit groups under Section 501(c)(3) was completed. The electronic notice – Form 990-N (e-Postcard) organization address and principal officer information was included. An acceptance of the filing/receipt was received by the Library Director. The Director will check with the Friends to make sure they also file.

The CHAR410 (Registration Statement for Charitable Organizations) along with a check for \$25 was filed. The CHAR500 (New York State Annual Filing 2009 for Charitable Organizations), also \$25, was also filed.

Motion: Jim Gaudet

That we authorize the Treasurer to write checks to New York State Department of Law, \$25 each, for CHAR410 and CHAR500 from the HPL Board of Trustees Unrestricted Fund.

Seconded: Melanie Phillips

Motion carried unanimously.

Staff Day is Friday, May 21, 2010 and the Board has offered to pay for lunch for the staff.

Motion: Virdell Robbins

That the Board cover the cost of pizza and dessert not to exceed \$200 from the Unrestricted Trustee Gift Fund.

Seconded: Jim Gaudet

Motion carried unanimously.

The Board will be receiving five copies of "Nonprofit Board Report" for a trial period of 60 days. If the Board likes it and finds it useful, the price for an annual subscription is \$249. It is published twice per month.

The Director requested three items be designated as Surplus Equipment. All items are in poor condition and no longer useable by the library.

Motion: Tina Thompson

To declare inventory items #324 and #328, which are chrome desk chairs, and #2695, which is a Panasonic fax machine, as Surplus Equipment.

Seconded: Virdell Robbins

Motion carried unanimously.

The price of the remaining 2010 Entertainment Books will be lowered to \$10.

## FINANCES

The Director will check into the April transfers and make sure they were done.

The Budget Report was reviewed.

The Revenue Report was reviewed.

### Claims

Motion: Virdell Robbins

To approve Abstract #5 Claims 78 – 103 for a total amount of \$17,307.14.

Seconded: Jim Gaudet

Motion carried unanimously.

HSBC Checking Account for the period of 3/9/10 – 4/8/10: The total balance available of \$10,040.80, less restricted funds in the amount of \$1,074.21, result in net funds available in the amount of \$8,966.59.

The matured Certificate of Deposit was withdrawn from Citizens Bank and a new endowment fund CD was opened at Five Star Bank in the amount of \$16,777.06. This will mature 12/27/11.

The Friends Spring 2010 Book Sale made \$1,440.84. Melanie will send them a thank you for their hard work.

#### COMMITTEE REPORTS

The Minerva Campbell Literary Contest underclassmen ceremony is Wednesday, May 26 at 7 p.m. at the Rush Henrietta Senior High School. The senior awards ceremony is June 1. The middle school ceremonies will be held Monday, June 7. Tina will present awards at Burger Middle School, the underclassmen and senior ceremonies at the high school, and Virdell will attend the awards ceremony at Roth Middle School.

#### NEW BUSINESS

Annual Report to the Community.

Motion: Tina Thompson

To approve the recommended changes of the 2009 Annual Report as submitted by the Director.

Seconded: Virdell Robbins

Motion carried unanimously.

The 2011 Budget was discussed.

The Internet Safety Policy was reviewed and approved.

The meeting was adjourned at 8:20 p.m. by President, Tina Thompson.

Respectfully submitted,

Melanie Phillips  
Secretary