

HPL
Board of Trustees

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

APPROVAL OF MINUTES – June 9, 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
7. NYLA Membership Dues

COMMITTEE REPORTS

UNFINISHED BUSINESS

1. Board adopt 2011budget
2. Deny internet usage to patrons with excessive outstanding amounts
3. Short term disability discussion

NEW BUSINESS

1. Review Patron Comments
2. Review Patron Rules of Conduct
3. Discussion on increase in holds fee with share to MCLS (Monroe County Library System)
4. Increase in cost shares for 2012

FUTURE AGENDA ITEMS

1. New York State Open Meetings Law

FUTURE ACTIVITIES

NEXT MEETING – August 11, 2010

ADJOURN

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

The meeting was called to order at 6:15 p.m. by President, Tina Thompson.

The minutes of June 9, 2010 were approved as submitted.

CORRESPONDENCE

A thank you was received from Jean Delfs, Minerva Campbell Judge, for the books added to the collection in her honor.

A thank you was sent to William and Elizabeth Carlton for their donation in memory of Charles L. Long. Mrs. Long was also sent an announcement.

An email was sent to Pat from Pam North, Library Manager for Sherwood Public Library in Oregon asking for some information on our library gift cards used to pay fines. She was looking to implement something along the same lines at their library.

DIRECTOR'S REPORT

Library statistics were reviewed.

Electronic Records Retention

Motion: Jim Gaudet

Motion to accept the Monroe County Library System Policy on Electronic Records Retention.

Seconded: Virdell Robbins

Motion carried unanimously

The updated NYS Trustee Handbooks have been distributed to all board members.

Charter

We have received the Charter Amendment that this board requested several months ago. It specifies that *“the provisional charter of the Henrietta Public Library, located in Henrietta, county of Monroe, state of New York, which was granted by action of the Board of Regents on February 28, 1958; which provisional charter was made absolute on March 20, 1963 and amended on March 13, 1996 be, and at the same hereby is amended to designate the library’s service area to be the Town of Henrietta and to designate the number of trustees to be not less than five nor more than fifteen.”*

This is the second amendment to our charter. The originals of Provisional, Absolute, Amendments 1 and 2 are kept on the back room office wall in frames. Copies of the amendments (originals) are also kept in frames on the work room wall. Copies are in the board minutes and board folders in the personnel cabinet.

The board has decided to receive one more issue of “The Nonprofit Board Report” before deciding whether to pay for a subscription or cancel it.

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

Claims

Motion: Virdell Robbins

To approve Abstract # 7 Claims 132 – 153 for a total amount of \$14,247.91.

Seconded: Anna Jannes

Motion carried unanimously

HSBC Checking Account for the period 5/11/10 – 6/8/10: The total balance available of \$11,052.62 less restricted funds in the amount of \$266.82 for net funds available in the amount of \$10,785.80.

The Friends account has a balance of \$5,709.74.

NYLA membership dues are due.

Motion: Jim Gaudet

To authorize the treasurer to pay the NYLA 2010-2011 dues in the amount of \$175.00 from the Unrestricted Trustee Gift Fund.

Seconded: Melanie Phillips

Motion carried unanimously

UNFINISHED BUSINESS

2011 Budget Request

Motion: Tina Thompson

To adopt the 2011 Henrietta Public Library Budget Request presented to the board on July 14, 2010 in the amount of \$1,016,058.

Seconded: Virdell Robbins

Motion carried unanimously

Starting September 1 we will require patrons to have an active/current library card in order to log onto the computers.

Tina requested a committee to look at wording for a short-term disability policy for the library that agrees with the Town's policy. Currently, we have no written policy specifically for STD. Melanie Phillips, Pat Bernhard, and Tina Thompson volunteered and will bring something to a later meeting.

NEW BUSINESS

Patron Comments form was reviewed with no changes made.

Patron Rules of Conduct was reviewed with no changes made.

With recent amendments to the "Open Meetings Law" the board has decided to purchase a recorder in order that, if necessary, a library board meeting can be recorded.

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

Respectfully submitted,

Melanie Phillips
Secretary