

HPL
Board of Trustees

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

APPROVAL OF MINUTES – October 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

UNFINISHED BUSINESS

1. Short term disability discussion/change to the Personnel Policy

NEW BUSINESS

FUTURE AGENDA ITEMS

1. Present Slate of Officers for next year
2. New York State Open Meetings Law

FUTURE ACTIVITIES

NEXT MEETING – December 8, 2010

ADJOURN

Present: Pat Bernhard, Jim Gaudet, Melanie Phillips, Virdell Robbins, Tina Thompson, Janet Zinck

The meeting was called to order at 6:24 p.m. by President Tina Thompson.

The minutes of October 13, 2010 were approved and directed to be filed as submitted.

CORRESPONDENCE

The library director received a complaint regarding the temporary display about the Vietnam War as a “celebration of militarism.” No contact information was provided.

The Census Bureau sent data on participation rates of completing the last census, and Henrietta participated at 80%. The HPL was active in providing space (20 hours per week for Census workers) for one month prior to the finish of the census.

Staff member Vicky Rusinko received the Outstanding Asset Award from Monroe County. She was invited to the Seneca Park Zoo where the celebration took place.

The Trustee Magazine should have recently gone out to all Trustee homes.

The library received an interoffice memo from the town reminding the director of the upcoming board member vacancy. The vacancy is already in the process of being filled.

The director of Margaret’s House Childcare Center at RIT sent a note thanking Eileen Kovel for coming to Margaret’s House to do a story time outreach program.

DIRECTOR’S REPORT

Library Statistics: The October 2010 library statistics were reviewed. Circulation numbers appear to be down, but this was reported across the county and is believed to be a technical error at this time. HPL does not keep independent records, so we can only rely on the information that the system provides.

MCLS Shortfall: The MCLS shortfall continues to be discussed. The cost share increase of the original plan for 2011 will not actually cover the whole gap that will occur during 2011. One stop-gap measure will be for the price of UMS turnovers increasing from \$15 to \$20. It has the potential to raise \$27,800 for the system. This affects HPL negatively in that it is an HPL cost not currently in the HPL budget and was not an issue prior to the 2011 budget request amendment being sent to the town. The HPL will see the increase in the February bill. There is also proposal with MCLS to raise the holds fee to \$0.75 in the city branches. It is unclear if this will be a system-wide vs. an RPL-only thing.

NYALS: New York Alliance of Library Systems provided some suggestions for saving money in their document, “Sustaining and improving library services in New York State in light of changing technologies and economic conditions, 2010-2020.” A copy was distributed to all board members.

MCLS Work Plan: Pat distributed the latest copy of the MCLS work plan for 2010-2011 and will keep the board updated as it progresses. The plan outlines the MCLS’ three top priorities (funding, prioritizing system services, and planning) as well as the goals, strategies, objectives, and activities under those priorities.

State Aid: The library has filed a request for library state aid although the money appears to be ‘stalled’ and no amounts have yet been determined.

Focus Groups: Focus groups will be meeting on November 16 to talk about system services at local libraries. Each library was to send two patrons. HPL has not identified these patrons yet but will ask at the circulation desk. The focus groups are supposed to determine what services patrons are willing to go without and what services they would pay to keep. HPL is hosting one of the three sessions, representing the east side.

Macy's Grant: MCLS is pursuing a grant that would allow libraries to purchase passes to local attractions such as museums that patrons can then sign out for use during admission.

Overdrive: Overdrive will be offering a "Buy It Now" option that will allow patrons to purchase a book that gets donated to the library. Central is interested in obtaining the module that would allow this option, but cost is a consideration on if this will be available to all branches.

CARL.X: CARL.X will officially go live over Memorial Day Weekend 2011. MCLS libraries will be closed Friday through Monday of the holiday weekend in order to let the CARL Corp. begin the cutover. Full-time HPL staff will be charged for a vacation day on Friday and part-time staff will not be paid. The director requested of the board that the HPL be closed on Tuesday, May 31. The library would reopen to the public on Wednesday, June 1. Regularly scheduled staff will report on Tuesday but the library should be closed to the public to enable staff to catch up on four days of returns as well as become familiar with the new system. During this time, librarians would also be preparing training that will be necessary for patrons to use the new system.

Motion: Jim Gaudet

To approve the closure of HPL to the public on Tuesday, May 31, 2011 due to the CARL.X cutover.

Library staff will report for work on that day. The library will reopen to the public on Wednesday, June 1.

Seconded: Virdell Robbins

Motion carried unanimously.

RPL Centennial: Tickets to the RPL Centennial New Year's Eve celebration will go on sale December 1. They are \$75 per person and the goal is to fund an interactive 'digital library branch.'

Expired Cards: HPL is one of four libraries that are currently filtering for expired/inactive cards when people sign on to use the computers. This policy became effective on November 1, and in the first 10 days of implementation there has been only one complaint.

Out of County Cards: HPL has begun charging \$2 per session for computer use to any out of county residents who have not purchased a Monroe County Library System card from the Central library. This policy also became effective on November 1, and in the first 10 days, HPL processed 8 requests and generated \$16 in revenue. There were no complaints from these 8 people.

Health Care Plans Update: The town has selected a 3-year MVP plan for employees.

Off-Site Storage: Board discussed possible options for off-site storage of the library's newly-purchased microfilm records. The decision was to first contact Five-Star Bank to ask for their rate for safety-deposit boxes and investigate if the size can accommodate the records. Originals will be deposited at the bank.

Motion: Tina Thompson

To authorize the director to rent a safety deposit box for the storage of the microfilm records of the board meetings, not to exceed \$200 per year, and to be paid from the unrestricted portion of the HPL Board of Trustees Gift Fund.

Seconded: Jim Gaudet

Motion carried unanimously.

Safety Deposit Box Signatories: The board engaged in a discussion determining how the signatories for the safety deposit box will be represented. The decision was that there will be personal names on the account and not position titles. There will be two library staff members (Pat Bernhard and Lynn Neill) and there will be two board members (Tina Thompson and Melanie Phillips).

New York State Office of the Comptroller has initiated a Form W-9. As part of the Statewide Financial Management System being implemented, the director received a new form from the Comptroller's office that needs to be completed to receive any state money. All libraries in NYS who receive any grant money are required to complete the form. This form will allow us to have a valid OSC Vendor ID. The board members received a copy of the form. The director will complete the form and submit it to be filed.

Town Comprehensive Plan: Tina Thompson attended the recent meeting reviewing the town's comprehensive plan survey. The survey results were reviewed and there was talk about some specific points. Tina shared that the town is very pleased with the survey response rate from the households. It was of note that the viewpoints expressed differed based on length of residence in the town. The responses indicated primary concerns include keeping green spaces and economic development. Janet Zinck also provided insight from the meeting. Janet reported that the most recent edition of the town newsletter that went to households was redesigned based on the town survey. (It is intentionally a paper mailing – and not electronic – and that it is now a more magazine feeling with glossy pages and full color.) Residents indicated they wanted this type of newsletter to keep up to date with town information. Library may consider doing this type of newsletter to reach out to residents as well.

ROAR: Recognizing Outstanding Attributes at RHSHS (ROAR) requested that the library once again provide ten holds gift cards to the program.

Motion: Jim Gaudet

To donate ten (10) holds gift cards with a total cost of \$50, to the Rush Henrietta Senior High School ROAR program.

Seconded: Tina Thompson

Motion carried. (Note: Virdell Robbins had stepped out of the room temporarily and was not present at the time of this vote.)

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

Claims

Motion: Virdell Robbins

To approve Abstract # 11 Claims 235 - 263 for a total amount of \$20,928.98.

Seconded: Melanie Phillips

Motion carried unanimously.

HSBC Checking Account for the period 9/10/10 to 10/8/10: The total balance available of \$12,764.15 less restricted funds \$2,339.37 for net funds available of \$10,424.78.

The Trustee Gift Fund received \$300 for funding of the summer reading program. The board will pay the bill of the Airplay program.

Motion: Jim Gaudet

To pay from Trustee Gift Fund-Restricted, \$300 to Jeff Payden for the Airplay program.

Seconded: Virdell Robbins

Motion carried unanimously.

The board purchased a greeting card and Wegmans gift card for Adam and Alicia Reinhardt in honor of the birth of their baby.

Motion: Tina Thompson

To reimburse Melanie Phillips for the purchase of card and gift for Adam and Alicia Reinhardt, in the amount of \$52.23 to be paid from the Trustee Gift Fund-Unrestricted.

Seconded: Melanie Phillips

Motion carried unanimously.

Reviewed the Friends of the HPL Fall Book Sale results. Melanie will send a thank you note to the Friends in recognition of their efforts.

Reviewed the Friends of the HPL bank statement.

COMMITTEE REPORTS

No committee reports this month.

UNFINISHED BUSINESS

Short-Term Disability Committee: This committee has met but is not ready to report. Tina, Melanie, and Pat are looking at the current policies which are over 20 years old. They will bring suggested revisions to an upcoming meeting.

Tape Recorder Purchase: Jim did look at options for meeting recording. We would need to spend over \$200 to get a digital recorder, but we can purchase a tape recorder for approximately \$40 plus the cost of additional 90-minute cassettes as needed. After discussion, the board decided that Pat can purchase the \$40 tape recorder and cassettes and if the board is in consent that it will meet our needs, we will reimburse the library from the Trustee Gift Fund, and if we are not satisfied we will return it to the vendor.

NEW BUSINESS

Helen V. Elam's retirement: The board would like to recognize Helen on the occasion of her retirement as town historian. The board would like to purchase books for the library in her name.

Motion: Tina Thompson

To purchase historically-related books, not to exceed \$75, in honor of Helen V. Elam, in recognition of her service to the community, to be paid from the Trustee Gift Fund-Unrestricted.

Seconded: Virdell Robbins

Motion carried unanimously.

Future Agenda Items: The board will need to discuss the library holiday party (suggestion to repeat the game night that was well-received last year).

The board will next meet on Wednesday, December 8, 2010.

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

Respectfully submitted,

Melanie Phillips
Secretary