

HPL  
Board of Trustees

**Meeting Agenda  
March 9, 2011  
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – February 9, 2011

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. Review Personnel Policy
2. Short Term Disability

FUTURE AGENDA ITEMS

1. Annual Report to Community – presentation to Board
2. Review Bodily Fluid Procedure
3. Review Collection Development Policy/Computer Use Policy
4. Trustee Certification Update

FUTURE ACTIVITIES

1. Community Party Sunday, March 27, 2011 from 1:00 – 4:00

NEXT MEETING – April 13, 2011

ADJOURN

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

Guest: Jack Mould from the Rush Library Board of Trustees.

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

The minutes of February 9, 2011 were approved as submitted.

#### CORRESPONDENCE

A resolution to surplus items #1603, #2697 and # 439 (paperback racks) was approved at the March 2 Town Board meeting.

A resolution requesting bids for the Mechanical Upgrade for the Henrietta Public Library Project, the replacement of the eight existing water source heat pumps with new pumps, controls, distribution piping and ductwork was approved at the March 2 Town Board meeting.

A letter of appreciation was received from Rachel Mundschau of Pittsford for the competent and friendly service that she and her family receive during their weekly visit at our library.

The Center for Environmental Information (CEI) sent a thank you for the use of the community room for their workshop on "Save Energy & Save Money." Each workshop participant received a free energy savings kit.

The Henrietta Memorial Day Parade is Sunday, May 22, 2011 at 1 p.m.

Senator Alesi sent a thank you letter for the library's recent visit to discuss NYS funding for libraries.

The April 2011 Henrietta Public Library calendar of events was in each folder.

#### DIRECTOR'S REPORT

The Central budget will be reduced by \$543K. This will result in layoffs, reduced hours, and dropping some programming. Without a waiver from the State, NYS aid for the system will be reduced because the Central Library will no longer meet minimum standards for hours open in a one-year period. If hours must be reduced, the MCLS will certainly apply for a waiver. The RPL and its branch libraries are being asked to reduce their budget by \$750K.

Summer reading t-shirts can be ordered again.

Hold fee:

Motion: Tina Thompson

Raise the hold fee from \$0.50 to \$1.00 effective June 1, 2011.

Seconded: Virdell Robbins

Motion carried

A safety deposit box was rented from Five Star Bank. The board's microfilmed minutes from 1957-2009 are in the box.

A retirement brunch for Ellen Xydias will be held on Friday, April 8, 2011.

Motion: Jim Gaudet

To authorize the treasurer to expend up to \$75.00 from the Unrestricted Trustee Gift Fund for materials to be bookplated for the collection in honor of Ellen's retirement.

Seconded: Melanie Phillips

Motion carried

## FINANCE

The Budget Report was reviewed.

The Revenue Report was reviewed.

Claims:

Motion: Virdell Robbins

To approve Abstract #3 Claims 37 – 57 for a total amount of \$15,256.96.

Seconded: Jim Gaudet

Motion carried

The HSBC Checking Account for 1/11/11 – 2/8/11 total balance available \$8,603.87 less restricted funds \$238.56 for net funds available \$8,365.31.

Profits to the board for the following fundraisers are:

\$1,955 – 2011 Entertainment Books

\$600 – 2011 Enjoy the City books

\$760 – Total thus far of Hold Gift Cards and Key Tags

\$50 – Total thus far of Fines Gift Cards

The Friends Account as of 2/4/11 has a balance of \$8,224.05.

The 2010 State Annual Report on the HPL needs to be filed in order to qualify for state aid.

Motion: Tina Thompson

The 2010 State Annual Report be adopted by the board and submitted as proposed by the director.

Seconded: Virdell Robbins

Motion carried

## COMMITTEE REPORTS

Minerva Campbell Literary Contest entries are due on Monday, March 14, 2011.

At this point our guest, Jack Mould left.

The board took a ten-minute break from 7:45 – 7:55.

NEW BUSINESS

The personnel policy was reviewed.

Short-term disability was discussed.

Motion: Tina Thompson

Short-term disability policies (for full-time and part-time employees) as proposed by the director are adopted by the board and become part of the Personnel Policy.

Seconded: Jim Gaudet

Motion carried

A second Long Range Plan workshop will take place on Wednesday, April 13, 2011 at 5:15 p.m.

The meeting was adjourned at 8:10 p.m. by President Tina Thompson.

Respectfully submitted,

Melanie Phillips  
Secretary