

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

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

The minutes of March 9, 2011 were filed as submitted.

CORRESPONDENCE

- Jim Alesi sent a letter congratulating HPL on being chosen 2011 Public Library of the Year.
- Kirsten Borkowski sent a very nice email about a comment from a fellow homeschooler on how well the staff at the Henrietta Library treats their patrons.
- Pat sent a letter to Catherine Nolan, Co-Chair Education Budget Conference Committee NY State Assembly for support for public libraries.
- A donation of \$56.94 was received from the Quilt Club.
- A thank you was sent to Mr. Patrick Shaughnessy for his generous donation.
- The 2011 Trustee Institute is April 29 & 30 at the Downtown Albany Crowne Plaza.
- A thank you was received from Kathy Macomber of the senior center for inviting their line dancers at our March Community Party.
- An email was sent to Rosanne by a patron saying how much fun her kids had at the Community Party.
- The NYLA Bulletin was received.
- A letter from the Henrietta Chamber of Commerce informing us that the library was nominated for a Community Excellence award in the Culture and Arts category.
- Trustee Talk, a newsletter for library trustees, Spring 2011 was sent to the library.
- The library's May calendar of events are in the packets.
- Marist Poll – Consolidation “Striking a balance New Yorkers speak out on Rightsizing Local Government was sent to the library.”

DIRECTOR'S REPORT

March statistics were reviewed.

DRAFT Document of Understanding between the Monroe County Library System and its Member Libraries January 1, 2012 – December 31, 2012 was presented to the board and will come back to the May meeting for approval.

A “gentlemen’s agreement” guideline has been suggested for each member library to spend a percentage of their materials budget to purchase eBooks. The request calls for Henrietta to spend about 4%.

The Board agrees to raise the fines on all age materials from \$0.25 to \$0.35 per day. This will not take place until September 1, 2011. The change would be systemwide. Materials fines have not been raised since 2002.

Staff Day Lunch

Motion: Anne Jannes

The Board will pay \$200.00 from unrestricted funds towards lunch for Staff Day Friday, May 13, 2011.

Seconded: Melanie Phillips

Motion carried

Teen Book Festival

Motion: Jim Gaudet

The Board will offset the cost of lunch for up to 25 teens in the amount of \$125.00 from the unrestricted Funds for the Teen Book Festival Saturday, May 14, 2011 at Nazareth College.

Seconded: Melanie Phillips

Motion carried

Surplus Equipment

Motion: Anna Jannes

Move that the Town Board declare the following inventory items surplus:

#319 - desk

#400 – Xerox typewriter

#2465 – receipt printer

#2474 – receipt printer

#8031- receipt printer

#8032 – receipt printer

#8033 – receipt printer

Seconded: Jim Gaudet

Motion carried

The Henrietta Library has been awarded “2011 Public Library of the Year”. The Rochester Regional Library Council sponsored the award and the judges were Marcia Eggleston, President of the New York Library Association and Todd Butler, Executive Director of the Ad Council of Rochester.

The library was also nominated for the Henrietta Chamber of Commerce Community Excellence Award in the category of Culture and Arts. The May meeting will be very short just to approve the bills so the Board can attend the Chamber of Commerce awards dinner.

The Memorial Art Gallery has agreed to sell a pass to public libraries in MCLS for \$35.00. With this pass, we can check it out to a family (any size) who will pay just \$5.00 for a visit MAG. The Genesee Country Museum will honor a pass, available to MCLS libraries for \$16, to admit one adult free with one paid adult admission. We would check this pass out to patrons as well. In both instances, the MAG and the GCMV are good for one calendar year. We will set up parameters for checking out both these passes as soon as they are available.

The Director will purchase two benches and a new bicycle rack for the new front entrance project.

FINANCES

The Budget Report was reviewed. The Director will check on the Health Reimbursement line.

The Revenue Report was reviewed.

Claims:

Motion: Tina Thompson

To approve Abstract #4 Claims 58 – 82 for a total amount \$21,608.37.

Seconded: Jim Gaudet

Motion carried

The HSBC Checking Account for 2/9 – 3/8/11 total balance available \$10,117.11 less restricted funds \$238.56 for net funds available \$9,878.55.

The Friends Account as of 3/4/11 has a balance of \$8,759.38.

The Board's IRS Form 990 has been e-filed and accepted.

COMMITTEE REPORTS

The Minerva Campbell winning entries are waiting verification.

UNFINISHED BUSINESS

None

NEW BUSINESS

The 2010 Annual Report to the Community was presented to the board for approval at next month's meeting.

The Bodily Fluid Procedure was reviewed.

The Collection Development Policy was revised and approved.

The Computer Use Policy was revised and approved.

The meeting was adjourned at 7:45 p.m. by President, Tina Thompson.

Respectfully submitted,

Melanie Phillips
Secretary

HPL
Board of Trustees

**Meeting Agenda
April 13, 2011
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – March 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. 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 AGENDA ITEMS

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

FUTURE ACTIVITIES

1. Memorial Day Parade Sunday, May 22, 2011
2. LTA Conference April 29 & 30

NEXT MEETING – May 11, 2011

ADJOURN