

HPL
Board of Trustees

**Meeting Agenda
May 11, 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. Adoption, publish annual report to community
2. Director's presentation of preliminary budget
3. Review Community Room Policy
4. 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 22, 2011
2. LTA Conference April 29 & 30

NEXT MEETING – June 8, 2011

ADJOURN

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

The meeting was called to order at 5:00 p.m. by President Tina Thompson.

The minutes of April 13, 2011 were approved as amended.

CORRESPONDENCE

The library's June calendar of events is in everyone's board packet.

A flyer on Rochester Public Library Centennial Celebration events and celebrations throughout the year is also in the packets.

DIRECTOR'S REPORT

April statistics were reviewed.

Member Contract 2012

Motion: Tina Thompson

Authorize the director to endorse the Document of Understanding between the Monroe County Library System and its Member Libraries January 1, 2012 – December 31, 2012 at the May Directors' Council.

Seconded: Anna Jannes

Motion carried (Jim Gaudet was not present at the time of this vote.)

The library is looking to purchase a few local attraction passes for patron circulation at discounted prices for George Eastman House, Rochester Museum and Science Center, Memorial Art Gallery, and Genesee Country Village and Museum.

The recent Friends Book Sale made \$1,509.

At this point Jim Gaudet arrived.

The director presented the idea of possibly getting two new copiers. She has been talking with our existing vendor and a competitor in getting new machines at lower costs than we are currently paying.

The new benches and bike racks have been ordered for the library's front entrance improvement project.

FINANCES

The Budget Report was reviewed.

The Revenue Report was reviewed.

The Friends account has a balance of \$7,689.38.

Claims:

Motion: Tina Thompson

To approve April's revised Abstract #4 total of \$21,608.37 to a corrected total of \$21,582.37.

Seconded: Melanie Phillips

Motion carried

Claims:

Motion: Tina Thompson

To approve Abstract #5 Claims 83 – 106 for a total amount \$11,982.77.

Seconded: Jim Gaudet

Motion carried

COMMITTEE REPORTS

Tina will present the high school underclassmen Minerva Campbell Literacy Contest awards on May 25 and the junior high awards at Burger on June 6. If someone could do the junior high awards at Roth also on June 6, please let Tina know.

UNFINISHED BUSINESS

None

NEW BUSINESS

Tabled until the June meeting:

Adoption of the annual report to the community

Discussion of the preliminary 2012 budget

Review Community Room Policy

Review Internet Safety Policy

The meeting was adjourned at 6:25 p.m. by President Tina Thompson, so that the Board could attend the Henrietta Chamber of Commerce Awards Dinner. The library has been nominated for the Culture and Arts Award.

Respectfully submitted,

Melanie Phillips
Secretary