

HPL
Board of Trustees

**Meeting Agenda
August 14, 2013
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES - July 10, 2013

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Expense Control Report
2. Revenue Report
3. Payment Library Bills
4. Trustee Gift Fund
5. Trustee Endowment
6. Friends Account Statement/Book Sale Report

COMMITTEE REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

1. Guest
2. Board approves and submits budget
3. Review Weather Closing Procedure

FUTURE AGENDA ITEMS

1. Review Bodily Fluid Procedure

FUTURE ACTIVITIES

NEXT MEETING - September 11, 2013

ADJOURN

Present: Janet Zinck, Virdell Robbins, Tina Thompson, Melanie Phillips, Anna Jannes, Adrienne Furness, Anne Hick Children's Librarian, David McNitt and Lynn Neill.

The meeting was called to order at 6:20 pm by President Melanie Phillips.

The minutes of July 10, 2013 were approved as submitted.

CORRESPONDENCE

Correspondence was reviewed.

DIRECTOR'S REPORT

Our new adult librarian is Jen Barth who will be starting on September 30, 2013.

Adrienne spoke with Senator Gallivan's office and we will be receiving \$6000 in bullet aid to be used for technology. The ribbon cutting ceremony for Senator Gallivan's Henrietta office will be on Wednesday, August 21, 2013 at 11:00am in the Regional Market.

FINANCES

The Revenue/Expense Control Report was reviewed.

The Revenue Report was reviewed.

Payment of Library Bills

Motion: Virdell Robbins

To approve Abstract #8 Claims 151 – 173 for a total amount of \$15,300.60.

Seconded: Tina Thompson

Motion carried

The First Niagara Checking Account for the time period of 6/29/13 – 7/31/13 shows a total balance available of \$10,919.99, less restricted funds of \$802.80, for net funds available of \$10,117.19.

The Friends Account has a balance of \$9987.05 as of July 3, 2013.

COMMITTEE REPORTS

None

UNFINISHED BUSINESS

Discussion on the Strategic Plan Working Draft

2014 Budget

Motion: David McNitt

Move that we approve the 2014 Henrietta Public Library Preliminary Budget Proposal-Version 1.

Seconded: Melanie Phillips

Motion carried

Early Literacy Project Proposal

Motion: David McNitt

Move that we approve the \$2000 Early Literacy Project Proposal as presented by Children's Librarian Anne Hicks.

Seconded: Virdell Robbins

Motion carried

NEW BUSINESS

Books in honor of Virginia Cooper's retirement

Motion: Tina Thompson

To authorize Virginia Cooper to purchase books up to \$75.00 from unrestricted funds to bookplate materials for the collection in recognition of her retirement.

Seconded: David McNitt

Motion carried

The brunch for Virginia will be Friday, September 13 from 10:00-noon in the Community Room.

The Weather Closing Procedure was reviewed.

Melanie will check to see if five years is the required length of time for library board members.

The meeting was adjourned at 8:20 pm by President Melanie Phillips.

Respectfully submitted,



Anna Jannes
Secretary