

HPL
Board of Trustees

**Meeting Agenda
May 13, 2009
Wednesday 6:15 p.m.**

APPROVAL OF MINUTES – April 8, 2009

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

1. Minerva Campbell Contest

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
5. Discuss maturation/disposition and interest in all Board held CD/accounts

FUTURE AGENDA ITEMS

1. Board discussion of preliminary budget
2. Review Emergency Exit Procedure
3. Review Exhibits/Display Policy
4. NYLA Dues

FUTURE ACTIVITIES

1. Memorial Day Parade May 17, 2009

NEXT MEETING – June 10, 2009

ADJOURN

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The Board met in executive session to discuss a personnel matter from 6:05 – 6:20 p.m.

Present: Jim Gaudet, David Pogue, Janet Zinck, Tina Thompson, Pat Bernhard, David McNitt, Virdell Robbins.

The Board meeting was called to order at 6:25 p.m. by President, David Pogue.

The minutes of April 8, 2009 were approved as submitted.

CORRESPONDENCE

June calendar flyer

Children's Summer Program flyer

Teen Summer Program flyer

Adult Summer Program flyer

NYSALB Spring 2009 Trustee Bulletin

NYLA 2009 Bulletin

Town Board Resolution #10-111/2009 to declare Inventory #3069 Leteron Sign Machine

A thank you was received from the Henrietta Chamber of Commerce and the Rush Henrietta Area Food Terminal for allowing them to place a food collection barrel in the library.

A letter was sent to Julie Behlok thanking her for the gift of services for the canvas wall murals that she painted for our children's room.

A thank you was sent to Ms. Evelyn Lawida for her gift of \$20 to the Board of Trustees Restricted Gift Fund for Books on CD collection.

DIRECTOR'S REPORT

Tina Thompson has been appointed to the MCLS (Monroe County Library System) Board of Trustees.

The Board will cover the cost of lunch for staff day.

Motion: Tina Thompson

To pay Friends Reimbursable Account \$75 from Unrestricted Trustee Gift Fund to cover the cost of lunch for staff day.

Seconded: Jim Gaudet

Motion carried unanimously

We are taking our TDD phone off-line since calls are done through the Internet now. This line will be used for our credit card machine.

The Friends would like to make improvements in the Book Shoppe that will give them more space for holding books to be sold. This involves removing the stove and replacing the current refrigerator.

Motion: Tina Thompson

To request that the Town Board declare Inventory # 469 the General Electric refrigerator and the stove which has not been used since the 80's as surplus.

Seconded: Virdell Robbins

Motion carried unanimously

Claims

Motion: Virdell Robbins

To approve Abstract #5 Claims 93 – 121 for a total amount of \$28,596.43.

Seconded: Tina Thompson

Motion carried unanimously

The Budget Report was reviewed.

The Revenue Report was reviewed.

HSBC Checking Account 2/10 – 3/9/09 for total balance available \$19,967.04 less restricted funds 1,018.95 for net funds available \$18,948.09.

HSBC Checking Account 3/10 – 4/8/09 total balance \$20,242.93 less restricted funds 865.16 for net funds available \$19,377.77.

Since there is over \$20,000 in the HSBC checking account the Board has decided to pull out \$14,100 and with the existing \$5,900 CD set up three CD's such as \$5,000 for 6 months, \$7,000 for 12 months and \$8,000 for 18 months. Virdell and Jim will check with the bank and finalize the terms.

At this point in the meeting, a break was taken from 8:05 – 8:10 p.m.

The filing fee for New York State CHAR500 form is \$25.00.

Motion: David Pogue

Authorize the Treasurer to write a check to New York State Department of Law for \$25.00 for the annual filing fee for the HPL Board of Trustees.

Seconded: Jim Gaudet.

Motion carried unanimously.

The Friends Book Sale made \$1,849.65.

The Friends bank account has a balance of \$15,668.55.

COMMITTEE REPORTS

The Minerva Campbell Literary Contest awards ceremonies are May 26, 2009 for the underclassmen, June 4, 2009 for the seniors, and Monday, June 8, 2009 for Burger and Roth.

NEW BUSINESS

The 2008 Annual Report will be published and distributed.

Motion: David Pogue

To enter executive session at 8:45 p.m. for the purpose of discussing the Director's 2010 salary.

Seconded: Jim Gaudet

Motion carried unanimously

Motion: David Pogue

To reconvene the regular meeting at 8:50 p.m.

Seconded: Jim Gaudet

Motion carried unanimously

Motion: David Pogue

To approve a 3% salary increase for the Director, Pat Bernhard for the 2010 Budget.

Seconded: David McNitt

Motion carried unanimously

The 2010 Budget was discussed.

The Community Room Policy was reviewed.

Motion: David Pogue

Move that the Community Room Policy be revised to include the new Friday and Saturday Community Room times adjusted to reflect our summer hours.

Seconded: Jim Gaudet

Motion carried unanimously

The HPL Internet Safety Policy was reviewed

Motion: Jim Gaudet

That we revise the HPL Internet Safety Policy as indicated on the draft copy.

Seconded: David Pogue.

Motion carried unanimously

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Tina attended the 2009 Trustee Institute on May 1st and 2nd and presented the handouts on Library Budget Development and Why Are you Evaluating? She will have the marketing program PowerPoint at the June meeting. A new marketing idea for the library was mentioned; we should look into publicizing the library at the Dome Arena, Wegmans, South Town Plaza, Pizza Corner and the airport. It was even mentioned that a Guest Column might be written for the Henrietta Post by the Library Director.

The meeting was adjourned at 9:20 p.m. by President, David Pogue.

Respectfully submitted,

Tina Thompson
Secretary, HPL Board of Trustees