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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, December 14, 2016 6:15 p.m.

APPROVAL OF MINUTES - November 9, 2016

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Expense Control Report
2. Revenue Report
3. Payment Library Bills
4. Trustee Accounts
5. Trustee Endowment
6. Friends Account

COMMITTEE REPORTS

UNFINISHED BUSINESS

1. Foundation Update
2. Building Planning Update

NEW BUSINESS

1. Update Board Photos in January 2017 (Matthew Hoople)
2. Request for Funds for Advanced Certificate in Public Library Administration (\$5,200)
3. Approve 2017 Holiday Schedule
4. Recommend New Board Members
5. Present Slate of Officers for Upcoming Year
6. ~~Pass Amendment to Bylaws of the Board of Trustees~~
7. Review Petty Cash Policy
8. Review Credit Card and Store Charge Account Policy
9. Set Petty Cash Amount for Coming Year (\$268.00)
10. Maturing Endowment Fund CD 12/3/16
11. Pam Mee Bequest CD 12/7/16

FUTURE AGENDA ITEMS

1. Election of officers
2. Review Board Bylaws and Statement of Policy
3. Review/Sign Conflict of Interest Statement
4. Authorize Library Director to Sign Contracts
5. Authorize Library Director to Pay Payroll Prior to Audit
6. LTA Membership for Board President



Brand Platform

Brand Essence People helping people learn

Brand Personality Creative, knowledgeable, enthusiastic, playful, compassionate

Brand Promise Only the Henrietta Public Library gives seekers the tools they need to transform ideas into possibilities

Target Audiences Primary: Seekers; Secondary: Families, funders, people in need

Mission

Henrietta Public Library: where our community connects, discovers, and learns

Vision

Henrietta will be known for its library, the heart of a diverse community.

Strategic Intent

We will create strong community support for a new library through exceptional services and resources.

Strategic Priority Areas

Sharing Stories

Target audience:
Heavy readers

Early Literacy

Target audience:
Children from prenatal-
grade 2 and their
families/caregivers

Technology Access

Target audience:
Need to define
Access in terms of both
equipment and
training; empowering
users and leveling the
playing field

Developing Our Brand

Next Steps checklist
Create internal
efficiency

How-to

Target audience:
People who want to
learn how to do things



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Board of Trustees
Minutes of December 14, 2016
Page One

Present: Janet Zinck, Doug Roesch, Tina Thompson, Brigid Ryan, Adrienne Furness, Tim Chapman, and Lynn Neill.

Absent: David McNitt

Guest: Sharon McCullough and Linda Szczesniak

The meeting was called to order at 6:20 pm by Vice President Tina Thompson.

The minutes of November 9, 2016 were approved as submitted.

Correspondence

A letter from a patron about how happy she was to have found the CDs she wanted in our collection to AV Librarian Nancy Maxwell.

Director's Report

The Board reviewed the Director's report.

Adrienne attended a meeting at the Town about a new library building.

Surplus Items

Motion: Doug Roesch

To request that the Town Board approve the following as surplus:

Inventory # 1602 Table - Teak 1988

Inventory # 2477 Table Round, Wood 1995

Inventory # 2478 Table Round, Wood 1995

Seconded: Brigid Ryan

Motion carried

Personnel Items

Motion: Brigid Ryan

To approve the personnel items as listed in the Director's Report.

Seconded: Doug Roesch **Motion carried**



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Board of Trustees
Minutes of December 14, 2016
Page Two

Unfinished Business (Tim Chapman arrived at this point)

Foundation Update

Brigid has been in communication with the attorney and hopes to meet with the Friend's of the Henrietta Public Library in February.

Building Planning Update

The December 19, 2016 town workshop will include a report about a new library building. Adrienne has been meeting with Town Board Members to discuss the need for a new building.

Finances

Tim is in the process of setting up new checking accounts at Five Star Bank with funds from the maturing CDS.

PayPal checking account balance \$98.15 for 11/1 - 11/30/16.

The partnership checking account balance \$7,428.42 for 11/1 - 11/30/16.

Payment of Library Bills

Motion: Tim Chapman

To approve Abstract #12, Claims 287-322 for a total of \$28,505.91.

Seconded: Brigid Ryan

Motion carried

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

The Friends statement for 10/4/16 total balance of \$9,376.98.

Overage in Restricted Donation

Motion: Tim Chapman

To approve the overage of the restricted donation from the partnership unrestricted checking account in the amount of \$2.58.

Seconded: Doug Roesch

Motion Carried

Board of Trustees
Minutes of December 14, 2016
Page Three

Water and Stamp Money

Motion: Tim Chapman

To authorize the treasurer to give Lynn Neill \$20.00 from the unrestricted checking account for the purchase of stamps and water. (Used at HPL board.)

Seconded: Doug Roesch

Motion Carried

New Business

Update Board Photos in January 2017

Pictures for our website be taken at the January meeting.

Request for Funds for Advanced Certificate in Public Library Administration (\$5,200)

Motion: Tim Chapman

Authorize the expenditure of \$5,200 from the unrestricted checking account to cover the cost of the first semester of the Advanced Public Library Administrator Certificate Program for Adrienne Furness, Laura Lintz, Ellen Glana and Alicia Reinhardt. If someone should leave the library or withdraw from the program, within two years from the last receipt of funding for this certificate program, the library will be reimbursed in full for the cost of the program.

Seconded: Brigid Ryan

Motion Carried

Approve 2017 Holiday Schedule

Motion: Brigid Ryan

To approve the 2017 Holiday Schedule as presented by the Director.

Seconded: Doug Roesch Motion

Carried

Recommend New Board Members

Motion: Doug Roesch

Recommend to the Town Board that Sharon McCullough and Laura Osterhout be appointed to the Board of Trustees in January 2017. We are requesting an exception so that we don't have three board members terms expiring in the same year. We are asking to have Sharon McCullough appointed to a 5 year term and Laura Osterhout to a 4 year term.

Seconded: Brigid Ryan

Motion Carried



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Board of Trustees
Minutes of December 14, 2016
Page Four

Present Slate of Officers for Upcoming Year

Slate of Officers for 2016 as presented: Tina Thompson, President; David McNitt, Vice President; Brigid Ryan, Secretary; and Doug Roesch, Treasurer.

Petty Cash Policy

The Petty Cash Policy was reviewed with no changes made.

Credit Card and Store Charge Account Policy

The Credit Card and Store Charge Account Policy was reviewed with no changes made.

Petty Cash Amount for Coming Year (\$268.00)

Motion: Tim Chapman

To approve the petty cash amount of \$268.00 for 2017.

Seconded: Doug Roesch

Motion Carried

Maturing Endowment Fund CD 12/3/16 and Pam Mee Bequest CD 12/7/16

The paperwork is being done to set up separate checking accounts at Five Star Bank.

Adrienne has talked with the lawyer about the settlement from the Finegan estate.

The meeting was adjourned by consensus at 7:05 pm by Vice President Tina Thompson.

A handwritten signature in black ink, appearing to read "Brigid Ryan".

Respectfully submitted,
Brigid Ryan
Secretary