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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, July 12, 2017

6:15 p.m.

PUBLIC COMMENT

APPROVAL OF MINUTES - June 14, 2017

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. Guest: Linda Dingman, Clerk
2. Board Approves Budget
3. Review Code of Conduct
Action: Review with no changes.
4. Review Procedure for Handling Unattended Minors at Closing
Action: Remove from policy binder/annual review. It's not the board's role to approve procedures, and this procedure is developed out of the board-approved Code of Conduct policy.

PUBLIC COMMENT

FUTURE AGENDA ITEMS

1. Review Weather Closing Procedure

FUTURE ACTIVITIES

NEXT MEETING - August 9, 2017

ADJOURN



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:
Community members

Developing Our Brand

Target audience:
Seekers, families,
funders, people in need

How-to

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

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Present: Doug Roesch, David McNitt, Brigid Ryan, Tina Thompson, Laura Osterhout, Linda Szczesniak, Adrienne Furness, Sharon McCullough, and Lynn Neill.
Guests: Linda Dingman, Don Whitaker, and Craig Moffitt.

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

Public Comment
None

The minutes of June 14, 2017 be filed as submitted.

Correspondence

A thank you from the ARC of Monroe for the library's participation at The RIT Enrichment Program. Adrienne Furness and Laura Lintz received thank yous for their class presentations at the Palmer School of Library and Information Science.

Director's Report

Personnel Item

Motion: David McNitt

To approve the personnel adjustment as shown in the Director's Report.

Seconded: Linda Szczesniak

Motion carried

Surplus Items

Motion Laura Osterhout

Motion requesting the Town Board declare the following items as surplus.

These items are no longer here at the library:

#568 Chair-Lounge, Arm, Wood, Upholstered 1978

#570 Chair-Lounge, Arm, Wood, Upholstered 1978

#571 Chair-Lounge, Arm, Wood, Upholstered 1978

#588 Settee-Wood, Upholstered 1978

#820 Chair-3 Lounge, Molded, Fiberglass 1978

#822 Chair-5 Side, Birch, Upholstered 1963

These are items here:

#3617 Scanner-Voyager Laser 2003

#3618 Scanner-Voyager Laser 2003

#3861 Scanner-Voyager Laser 2004



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#3862 Scanner-Voyager Laser 2004
#4519 Compaq Pro Small Form Factor 2010
Seconded: Brigid Ryan
Motion carried

Finances

Payment of Library Bills
Motion: Doug Roesch
To approve Abstract #7 Claims 135-156 for a total of \$16,765.49.
Seconded: Sharon McCullough
Motion carried

There was no change this month in the bank accounts. The total remains \$133,514.32.
The partnership checking account net funds for 6/1/17 - 6/30/17 is \$700.11.
PayPal checking account balance for 6/1/17 - 6/30/17 is \$309.34.
The restricted funds total is \$5.98.

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

The Friends statement for 6/2/17 total balance of \$11,876.62.

Committee Reports

None

Unfinished Business

Foundation Update

Brigid reported the Friends meeting is scheduled for Wednesday, July 19, 2017 at 7 pm here at the library. The Foundation Board met in order to get to know one another. They have scheduled another meeting Monday, July 17 where all five members are able to attend.

Building Planning Update

The Board reviewed and discussed the revised new library concepts. Adrienne will let the town know which concept she has chosen.

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New Business

Guest: Linda Dingman, Clerk

- Linda worked for Henrietta Library for 8 years. She left to work at the elementary school and came back to HPL and has been here for 5 years.
- Other than working at the circulation desk, she processes the books on CD, music CDs, and magazines.
- Linda has been attending all the library building meetings. She keeps a very organized record of all information concerning building a new library. She records the minutes from of all these meetings. This is extremely helpful to Adrienne to be able to refer to this information when making a decision concerning the new library.

Board Approves Budget

Motion: Sharon McCullough

That we adopt this budget proposal as the budget we will forward to the Supervisor and Town Board for fiscal year 2018.

Seconded: Brigid Ryan

Motion carried

Review Code of Conduct

The Policy for Code of Conduct was reviewed with no changes made.

Procedure for Handling Unattended Minors at Closing

Motion: David McNitt

Motion to remove the Procedure for Handling Unattended Minors at Closing from the collective board policies.

Seconded: Laura Osterhout

Motion carried

Public Comment

None

The meeting was adjourned by consensus at 7:15 pm by President Tina Thompson.

Respectfully submitted,



Brigid Ryan, Secretary