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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, August 1, 2018
6:15 p.m.**

Public Comment

Approval of Minutes - July 10, 2018

Correspondence

Director's Report

Friends and Foundation of the Henrietta Public Library

Finances

1. Expense Control Report
2. Revenue Report
3. Payment Library Bills
4. Trustee Accounts

Committee Reports

Unfinished Business

New Business

1. Presentation on 2019 Library Budget
Guest: Town Finance Officer Linda Salpini
2. Close Board Checking Accounts

Action: Pass a resolution authorizing the Board of Trustees Treasurer to close the Board's checking accounts.

Public Comment

Future Agenda Items

1. Discuss Potential Revision to Statement of Policy

Future Activities

1. Town of Henrietta Bicentennial Gala Celebration Saturday, September 29, 2018 Locust Hill Country Club

Next Meeting - September 5, 2018

Adjourn



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Present: Adrienne Pettinelli, David McNitt, Tina Thompson, Sharon McCullough, Linda Szczesniak, Brigid Ryan, Scott Adair, Doug Roesch, and Lynn Neill

Excused: Laura Osterhout

Guests: Linda Salpini Town Finance Officer and Linda Dingman Library Assistant

The meeting was called to order at 6:15pm by Vice President David McNitt.

Public Comment

None

The agenda was amended to have the 2019 budget presentation first.

Vice President David McNitt moved that the minutes will stand approved as distributed.

Presentation on 2019 Library Budget

The director presented her 2019 library budget-in-progress to the board.

After the presentation Sharon McCullough and Linda Salpini were excused from the meeting at 7:25pm.

Correspondence

None

Director's Report

Library Director Adrienne Pettinelli's Report was reviewed.

Personnel Items

Motion: Brigid Ryan

To approve the personnel changes as presented in the August Director's Report.

Seconded: Tina Thompson

Motion carried

Friends and Foundation of the Henrietta Public Library Report (FFHPL)

Brigid Ryan reported that Linda Szczesniak is now the library board liaison to the Foundation Board.

The Henrietta Library and Foundation are cosponsoring a Henrietta Business After 5 Event on Thursday, August 16, 2018 in partnership with the Henrietta Chamber of Commerce and other members in the business community. Adrienne and Brigid have put together a little behind the scenes tour of the library.



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Sponsorship materials for the Bicentennial will be available. The Gala is coming along, invitations will be going out.

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

Doug Roesch reviewed the library bills.

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #8 Claims 168-189 for a total of \$10,970.29.

Seconded: Linda Szczesniak

Motion carried

The Partnership Checking Account net unrestricted funds for 7/1/18 - 7/31/18 is \$8,661.10.

The PayPal checking account balance for 7/1/18 - 7/31/18 is \$810.00.

Committee Reports

None

Unfinished Business

None

New Business

Close Board Checking Accounts

Motion: Doug Roesch

To authorize the treasurer to close the Partnership Checking Account in the amount of \$8,661.10 and the PayPal Checking Account in the amount of \$810.00 minus any fees for a bank check and to transfer the balances to the Friends and Foundation of the Henrietta Public Library

Seconded: Tina Thompson

Motion carried



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Public Comment
None

David McNitt and Doug Roesch commented on the board's July 31, 2018 tour of the new library construction site. John Radesi and Jason Kuberka of Christa Construction did an excellent job. John suggested the boards should come back in September or October to see the library's progress.

The meeting was adjourned by consensus at 7:50pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Szczesniak". The signature is enclosed in a thin yellow rectangular border.

Linda Szczesniak, Secretary

Director's Report August 2018

Issued 7/25/2018

Items of Note

- Children's Librarian Cathy Lathrop reports, "I was talking to one of the moms who comes to programs 2-3 times a week with her 2.5 year old. She is originally from India, and often records her daughter during story time. Unknown to us, she shares all her recordings of Shivaa (her daughter) with her family in India. Apparently Laura, Annalise, and I are well known in India now and the family will comment on what they like about our different styles and what songs they enjoy! I think it awesome that we are such an important part of this child's life that mom wants to share it with her family on the other side of the globe."
- The Children's Department has had a great summer so far! Their Nailed It! Contest was a great success. Over 70 people attended this cooking competition that was judged by such celebrities as Councilman Scott Adair, MCLS Director Patty Uttaro, Summit Federal Credit Union Representative Heather Miller, and teen Dominic Galante. Everyone had an excellent time, and the photos that we posted on social media went about as viral as a library post could! Here's a photo of the winning team and dessert!



Here's a link to the entire album of photos:

<https://www.facebook.com/media/set/?set=a.10156450026586171.1073741870.67967936170&type=1&l=f9bb8e6317>

- On Wednesday, July 18, Children's Librarian Laura Lintz and Library Trainee Laura Dingman gave a presentation on Early Literacy to more than 60 adult ESL students in the Rochester City School District OACES program. They taught the attendees tips and skills that they could use to help



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develop their children's early literacy skills, issued library cards, and gave away books that they could use with the children in their lives. Presentation feedback was very positive!

- On Saturday, July 21, Library Assistant Laura Dingman, Library Clerk Matthew Hoople, Page Alex Keller, Page Micaela Outlaw, Volunteer Stephani Dudrak, and I marched with the Monroe County Library System at the Rochester Pride Parade. I saw quite a few of our regular patrons and families along the route, and countless people expressed their love for libraries and reading and how happy they were to see the library there as we walked along. I felt proud that so many of my colleagues here in Henrietta chose to participate. The LGBTQ community experiences a great deal of open discrimination in many arenas, as I'm sure you're aware, and this is one way our organization can signal that we are a place that does not discriminate.

Pop-Up Libraries

- July 4: Town 4th of July Celebration (Teen Services Librarian Ellen Glena and Librarian Trainee Laura Dingman)
- July 9: Read's Ice Cream (Library Clerk Matthew Hoople and Library Page Micaela Outlaw)
- July 14: Ice Cream Social at Tinker Park (Adult Programs Coordinator/Bookkeeper Rosanne Rosella and Library Clerk Amy Lafleur)
- July 20: The Skycoasters Concert at Town Amphitheater (Assistant Library Director Jen Barth and her family, Steve Person and Mae Barth)

Personnel Items (To Approve)

- April Newman has joined our staff as a Substitute Library Clerk effective 7/9/18 at a rate of \$11.00/hr.
- Sawsan Singer has joined our staff as a Substitute Library Clerk effective 7/9/18 at a rate of \$11.00/hr.
- Hannah Morrison has joined our staff as a Substitute Library Clerk effective 7/11/18 at a rate of \$11.00/hr.
- Annalise Ammer, Children's Librarian, is on a one-year leave of absence effective 7/13/18.
- Andrew Grant has joined our staff as a Library Clerk/Tech Part Time 20 hours/week effective 7/23/18 at a rate of \$11.00/hr.

Other Trainings and Events

- June 4-July 3: University of Wisconsin-Madison Social Media Strategy and Analytics (Library Clerk Vicki Rusinko)

Selected Meetings, Trainings, and Events Attended

- 7/19: Town Library Directors Council Meeting at Greece Public Library
- 7/19: Monroe County Library System Discussion Group (Circulation) at the Rochester Brainery
- 7/20: Meeting with Town Finance Officer Linda Salpini re: NYS Library Construction Aid application
- 7/20: Meeting with New Sub Clerk Hannah Morrison
- 7/20: Meeting with New Sub Clerk Sawsan Singer



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- 7/21: Rochester Pride Parade
- 7/23: Meeting with New Part-Time Clerk Andrew Grant
- 7/24: Construction Meeting
- 7/24: Meeting with Assistant Director Jen Barth
- 7/25: Meeting with New Sub Clerk April Newman
- 7/24: Friends and Foundation of the Henrietta Public Library Meeting
- 7/27: Programming Team Meeting re: Service Expectations for Reference



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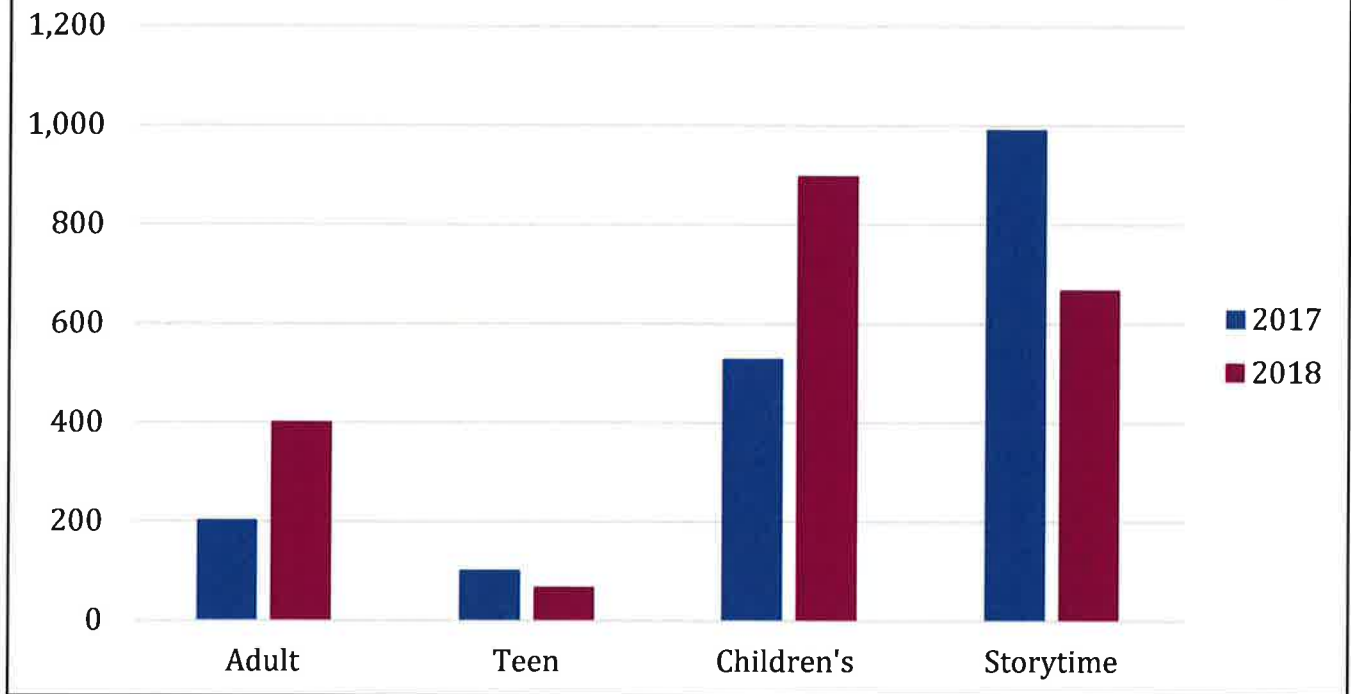
August 2018 Library Statistics

Computer PC Usage – 2,064

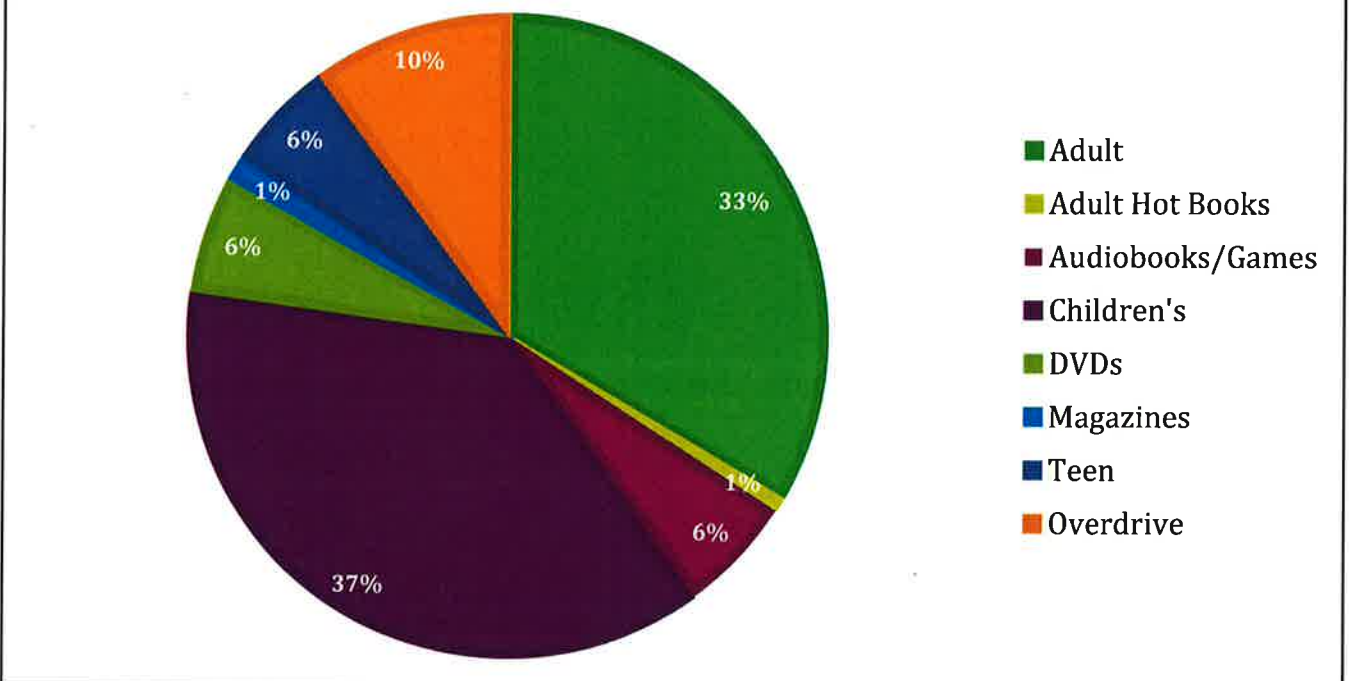
2018 Volunteer Totals		
	# of Volunteers	# of Volunteer Hours
Teen	24	66
Adult	19	92
Total	43	158

August	2017	2018
Door Count	20,798	24,863
Total Circulation	39,070	39,826
New Library Card	108	168
Updated Library Card	220	245
Registered Borrowers	12,101	11,421
Residents with Library Cards	23,104	22,474

Class and Event Attendance



MONTHLY CIRCULATION





Brand Platform

Brand Essence: People helping people learn.

Brand Personality: Creative, knowledgeable, enthusiastic, playful, and 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.