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Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

## **Board of Trustees Meeting Agenda Wednesday, October 14, 2015 6:15 p.m.**

APPROVAL OF MINUTES - September 9, 2015

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. Personnel Manual
2. Foundation
3. Gifts/Investment Policy
4. Timeline for June 2016-June 2019 Strategic Plan

NEW BUSINESS

1. Request for Funds for Professional Development
  - a. \$110 for Building Great Programs for Patrons in their 20s and 30s Staff Webinar
  - b. \$140 for Annalise Ammer and Laura Lintz to attend the RAEYC Fall Conference
2. Approve Expenditure of \$400 to submit IRS Form 8940
3. Approve Expenditure of \$1,390 to Ad Council for Foundation Vision Facilitation
4. Appoint Minerva Campbell Literary Contest Committee
5. Recommend a Trustee Replacement to Town Board
6. Budget Meeting with Town Board
7. Approve 2016 Holiday Schedule

FUTURE AGENDA ITEMS

1. Review Policy for Excluding Patron from Library Premises
2. Maturing Gift Fund CD 11/7/15

FUTURE ACTIVITIES

NEXT MEETING - November 11, 2015

ADJOURN



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**Present:** Timothy Chapman, David McNitt, Tina Thompson, Brigid Ryan, Virdell Robbins, Adrienne Furness, and Lynn Neill.  
**Absent:** Janet Zinck

The meeting was called to order at 6:25 pm by President David McNitt.

The minutes of September 9, 2015 were approved as distributed.

**Correspondence**  
None

**Director's Report**

The children's department has started offering monthly baby and all age's storytime with a sign language interpreter. The Friends are paying for the interpreter.  
There was discussion of the Director's Report.  
The statistics were reviewed.

**Surplus**

**Motion:** Tina Thompson

That we request the Town Board declare the following inventory items #460 Kodak projector 1978 and #466 phonograph 1982 as surplus.

**Seconded:** Virdell Robbins

**Motion carried**

**Personnel changes**

**Motion:** Timothy Chapman

Motion to approve personnel changes as presented in the Director's Report.

**Seconded:** Brigid Ryan

**Motion carried**

The annual Legislative Thank You Breakfast is Friday, October 30 at Henrietta. Please let Adrienne know if you are able to attend.



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### Committee Reports

None

### Finances

The Revenue Expense Control Report was reviewed.

#### Maturing Gift Fund CD

Motion: Tina Thompson

Authorize the Treasurer to reinvest \$8,500.00 of the Gift Fund CD for either a year, 13 months or whatever is best and to change the name from Gift Fund to Pam Mee Bequest.

Seconded: Brigid Ryan

Motion carried

PayPal Checking Account as of 10/14/15 has a balance of \$179.48 with a pending donation of \$9.41 for a total of \$188.89.

The Partnership Checking Account as of 10/14/15 shows a total balance available \$5,432.21 less restricted funds of \$8.38 for net funds available of \$5,423.83.

#### Payment of Library Bills

Motion: Timothy Chapman

To approve Abstract #10 Claims 199-226 for a total of \$16,504.93.

Seconded: Virdell Robbins

Motion carried

The Revenue Report was reviewed.

The Friends account has a balance of \$9,229.36 as of 10/2/15. The Friends made \$1,851.95 at their fall 2015 book sale. Brigid will send a thank you for their efforts on behalf of the board.

### Committee Reports

None

### Unfinished Business

The review of the Town of Henrietta Employee Handbook has been tabled.



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Foundation - Brigid commented on her experience with the meetings so far.

Gifts/Investment Policy - not available yet.

Timeline for June 2016-June 2019 Strategic Plan

Motion: Virdell Robbins

To approve the Strategic Planning Timeline as presented by the director.

Seconded: Brigid Ryan

Motion carried.

### New Business

Request for Funds for Professional Development

Motion: Tina Thompson

To approve the expenditure of \$110.00 for the Building Great Programs for Patrons in their 20s and 30s staff webinar and \$140.00 for Annalise Ammer and Laura Lintz to attend the RAEYC Fall Conference; both amounts to come from the Partnership Checking Account.

Seconded: Timothy Chapman

Motion carried

Expenditure of \$400.00 to submit IRS Form 8940. To request reconsideration of the library's status in regard to filing IRS Form 990.

Motion: Timothy Chapman

To approve expenditure of \$400.00 from the Partnership Checking Account to submit IRS Form 8940.

Seconded: Virdell Robbins

Motion carried

Expenditure of \$1,390.00 to Ad Council for Phase 1 of the Foundation Vision Facilitation. This is the first of three phases in this process.

Motion: Brigid Ryan

To approve expenditure of \$1,390.00 from the Partnership Checking Account to Ad Council for Foundation Vision Facilitation.

Seconded: Tina Thompson

Motion carried

Tina and David have agreed to be on the 2016 Minerva Campbell Literary Contest Committee.



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**Recommend a Trustee Replacement to Town Board**

Virdell Robbins' term expires on December 31, 2015, and she will not pursue another term. The board will start to look for a replacement.

The Director has not heard anything yet about a budget meeting with the Town Board.

**2016 Holiday Schedule**

Motion: Virdell Robbins

That the board accept the 2016 Holiday Schedule as presented by the director.

Seconded: Brigid Ryan

Motion carried

**\$646.00 Family Literacy Grant**

Motion: Tina Thompson

To deposit \$252.00 into line .478 to be used for adult workforce development materials and deposit \$394.00 into line .484 for children's program supplies.

Seconded: Brigid Ryan

Motion carried

The meeting was adjourned at 7:40 pm by President David McNitt.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Brigid Ryan".

Brigid Ryan  
Secretary