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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, January 11, 2017

6:15 pm

Approval of Minutes - December 14, 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. Election of officers
Action: Elect new slate of officers.
2. Library Trustees Association of New York State Membership (\$225.00)
Action: Pass resolution to renew LTA membership.
3. Review Board Bylaws and Statement of Policy
Action: Record as reviewed with no changes.
4. Review/Sign Conflict of Interest Statement
Action: Review and sign statements.
5. Authorize Library Director to Sign Contracts
Action: Pass resolution authorizing Director to sign contracts. (Last year, the Board authorized the Director to sign contracts up to \$25,000 for the fiscal year.)
6. Authorize Library Director to Pay Payroll Prior to Audit
Action: Pass resolution to authorize Director to pay payroll prior to audit. (This is necessary because we need to pay payroll every two weeks.)
7. Purchase additional copies of *Expect More* by David Lankes
Action: Pass resolution to purchase 3 copies of *Expect More*, an expenditure of approximately \$50.
8. Maturing Pam Mee Bequest CD 1/27/17
9. Maturing Catherine Finegan Bequest CD 1/27/17



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Future Agenda Items

1. Minerva Campbell Literary Contest
2. Review Conference Policy
3. Review Donations and Investment Policy
4. Review Draft of Annual Report

Future Activities

Next Meeting - February 8, 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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**Board of Trustees
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Present: Tina Thompson, Brigid Ryan, Doug Roesch, Laura Osterhout, David McNitt, Sharon McCullough, Adrienne Furness, Tim Chapman and Lynn Neill.

Guest: Linda Szczesniak

Absent: Janet Zinck

The meeting was called to order at 6:35 pm by President David McNitt.

The minutes of December 14, 2016 were corrected to read \$98.15 PayPal checking account and \$7,428.42 partnership checking account net funds then approved.

Correspondence

A patron sent a very nice email to Adrienne about Clerk Erin Denham who has always been so helpful and friendly.

A thank you was received from the Rush Henrietta Rotary Club for donations made by the staff for their project.

Director's Report

The HPL Holiday Brunch is January 20, 2017.

The statistics were reviewed.

Personnel Items

Motion: Tina Thompson

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

Seconded: Laura Osterhout

Motion carried

Finances

The safety deposit box at Five Star is coming due in March. This is where the microfilm of the HPL Board Minutes are stored.

Two CDs have already been opened into bank accounts. The other two CDs that mature at the end of this month will be also put into accounts in anticipation of the formation of the foundation. By the end of the month the board will have no CDs.

The Paypal checking account balance for 12/1 - 12/31/16 is \$170.37.



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The partnership checking account net funds for 12/1 - 12/31/16 is \$7,142.29.

Overage in Restricted Funds

Motion: Tina Thompson

To approve the overage of the restricted donation (Adair Jensen) from the partnership unrestricted checking account in the amount of \$2.48.

Seconded: Doug Roesch

Motion carried

Payment of Library Bills

Motion: Tim Chapman

To approve Abstract #12 Revised, Claims 287-323 for a total of \$38,626.42.

Seconded: Tina Thompson

Motion carried

Payment of Library Bills

Motion: Tim Chapman

To approve Abstract #1, Claims 1-8 for a total of \$7,864.16.

Seconded: Sharon McCullough

Motion carried

The Revenue/Expense Control Report for December (not year-end final) was reviewed.

The Revenue/Expense Control Report for January was reviewed.

The Revenue Report for the Town was reviewed.

The Friends statement for 12/2/17 total balance of \$9,129.66.

Committee Reports

None



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Unfinished Business

Foundation Update

Brigid Ryan reported that all members of the Friends will vote on the name change and to elect a new board for this organization based on its new name. This will be taking place around the middle of February.

Building Planning Update

The Town Board saw a presentation from Passero on what would be the next step in moving forward. The library board discussed the building of a new library.

New Business

Election of Officers

Motion: Brigid Ryan

To direct the secretary to cast a single ballot for the Slate of Officers for 2017 as presented: Tina Thompson, President; David McNitt, Vice President; Brigid Ryan, Secretary; Doug Roesch, Treasurer.

Second: Sharon McCullough

Motion carried

Library Trustees Association of New York State Membership (\$225.00)

Motion: Laura Osterhout

To approve the expenditure of \$225.00 from partnership checking account unrestricted funds to renew the Library Trustee Association organizational membership.

Second: Doug Roesch

Motion carried

The Board Bylaws were reviewed with the correction of the typo.

The Statement of Policy of the Board of Trustees was reviewed with no changes made.

Two people have expressed interest in becoming a library trustee.

Tim Chapman will submit a formal letter to the Town Board on his resignation.

Reviewed Conflict of Interest Statement and each board member signed their copy.



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Authorize Library Director to Sign Contracts

Motion: Doug Roesch

To authorize the director to sign contracts up to \$25,000 for fiscal year 2017.

Seconded: Brigid Ryan

Motion carried

Authorize Library Director to Pay Payroll Prior to Audit

Motion: Tina Thompson

Authorize the director to pay payroll prior to audit for fiscal year 2017.

Seconded: Doug Roesch

Motion carried

Purchase additional copies of *Expect More* by David Lankes

Motion: Tina Thompson

To authorize the expenditure of an amount not to exceed \$60.00 from the partnership unrestricted checking account for 3 additional copies of *Expect More* by David Lankes.

Seconded: Laura Osterhout

Motion carried

Maturing Pam Mee Bequest and Catherine Finegan Bequest CDs

Motion: Tina Chapman

Motion to move the maturing 1/27/17 Pam Mee Bequest and Catherine Finegan Bequest CDs into separate cash accounts at Five Star to await transfer to the new foundation.

Seconded: Sharon McCullough

Motion carried

The meeting was adjourned by consensus at 7:30 pm by President David McNitt.

Respectfully submitted,

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

Brigid Ryan
Secretary