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 Henrietta Public Library
 455 Colkins Road
 Rochester, NY 14623

**Board of Trustees Meeting Agenda
 Wednesday, December 13, 2017
 6:15 p.m.**

APPROVAL OF MINUTES - November 8, 2017

CORRESPONDENCE

DIRECTOR'S REPORT

** Piece of Surplus*

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. Strategic Plan Update
2. Pay Invoice for Save Around Rochester Books
 Action: Pass a resolution to pay the invoice for the books (\$375).
3. Reviewing Invoices
 (Discuss the procedure the board uses to review invoices.)
4. Present Slate of Officers for Upcoming Year
5. Review Petty Cash Policy
6. Set Petty Cash Amount for 2018
 Action: Pass a resolution to set the petty cash amount for 2018 at \$373. (Previous amount was \$268. The increased amount allows us to have an extra startup bag available at all times so the staff doesn't have to complete counting the drawer before we open.)
7. Review Credit Card and Store Charge Account Policy
 - a. M&T account \$4,000
 - b. Amazon account \$6,000
8. *Approve Salaries*

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
- 9. then about Bnd. mtg. Date Change*





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5. Authorize Library Director to Pay Payroll Prior to Audit
6. LTA Membership for Board President

FUTURE ACTIVITIES

NEXT MEETING - January 10, 2018

ADJOURN



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Present: Sharon McCullough, Adrienne Furness, Tina Thompson, Janet Zinck, Doug Roesch, Brigid Ryan, Laura Osterhout, Linda Szczesniak, David McNitt, and Lynn Neill

The meeting was called to order at 6:17pm by President Tina Thompson.

Public Comment
None

The minutes of November 8, 2017 be filed as submitted.

Correspondence
A thank you from Anne Church for the HPL volunteer appreciation party.

Director's Report
The Director's Report was reviewed.

The November statistics were reviewed.

Personnel Items
Motion: Doug Roesch
To approve the personnel items as listed in the December Director's Report.
Seconded: Laura Osterhout
Motion carried

Inventory Item
Motion: David McNitt
To request that the Town Board declare inventory #3612 Sofa-Marine Denim 2002 as surplus.
Seconded: Linda Szczesniak
Motion carried

Finances
The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.



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Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #12 Claims 262-293 for a total of \$79,123.64.

Seconded: Brigid Ryan

Motion carried

The total of the bank accounts is \$99,761.47.

The Partnership Checking Account net unrestricted funds for 11/1/17 - 11/30/17 is \$9,332.49.

The PayPal checking account balance for 11/1/17 - 11/30/17 is \$472.28.

The Friends statement for 11/3/17 shows a total balance of \$12,006.16.

Committee Reports

None

Unfinished Business

Foundation Update

The Foundation met their challenge for ROC the Day and made \$3,100.00. The website is very close to being ready.

Building Planning Update

Adrienne talked about the current revised new library floor plan.

New Business

Strategic Plan Update

Is on hold for now and will need to be re-evaluated because of the new library.

Pay Invoice for Save Around Rochester Books

Motion: David McNitt

Authorize the treasurer to pay the invoice in the amount of \$375.00 for the Save Around Rochester Books.

Seconded: Brigid Ryan

Motion carried

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Reviewing Invoices

Starting in January the treasurer will be reviewing the library invoices before the board meeting. The folder containing the invoices will be brought to the meeting so other board members can review them. If Doug needs a backup he will ask the board for a volunteer.

Present Slate of Officers for Upcoming

The slate that will be presented at the January meeting:

President - Laura Osterhout
Vice-president - David McNitt
Secretary - Linda Szczesniak
Treasurer - Doug Roesch

Review Petty Cash Policy

The Petty Cash Policy was reviewed with no changes made.

Set Petty Cash Amount for 2018

Motion: Laura Osterhout
To set the petty cash amount for 2018 at \$373.00.
Seconded: Linda Szczesniak
Motion carried

Review Credit Card and Store Charge Account Policy

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

Salary Schedule 2018

Motion: Sharon McCullough
To approve the salary schedule for 2018.
Seconded; Doug Roesch
Motion carried

Board Meeting Change

The meetings might change but for January the meeting will still be January 10, 2018.



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Janet Zinck's Liaison Term Ending

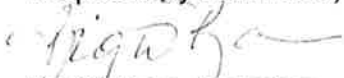
Tina thanked Janet for her service and presented her with books to be added to the library's collection in her honor.

"On behalf of the Board of Trustees and the staff of the Henrietta Public Library, I extend our heartfelt gratitude to you Janet for your 14 years of outstanding service as the liaison from the town board. You have always listened and made every effort to explain the mission of the 'library' to your colleagues. Your on-going support, your enthusiasm and your sense of humor will be greatly missed. You have our best wishes as you direct your time and talents toward supporting your children and grandchildren." -Tina Thompson, Board President

Public Comment
None

The meeting was adjourned by consensus at 7:10 pm by President Tina Thompson.

Respectfully submitted,



Brigid Ryan, Secretary



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Director's Report December 2017

Issued 12/8/2017

Sharing Stories

- Leading up to Election Day 2017, we took our pop-up library to the Rec Center to get the word out about the new library building proposition. Teen Librarian Ellen Glena shared our story on Wednesday, November 1 and A/V Librarian Nancy Maxwell represented us on Friday, November 3.
- Children's Librarian Annalise Ammer and Assistant Library Director Alicia Reinhardt took our pop-up library to Sherman Elementary School's Multi-Cultural Evening on Thursday, November 16.
- On Saturday, December 2, Teen Librarian Ellen Glena and Circulation Supervisor Terry Hill took our pop-up library to the town's popular holiday event, Christmas at Tinker Nature Park event.

Early Literacy

- On Thursday, November 30, Children's Librarian Laura Lintz and Children's Library Assistant Cathy Lathrop took our pop-up library to the Care-a-Lot Child Care Center.
- Children's Librarian Laura Lintz, Children's Library Assistant Cathy Lathrop, and Assistant Director Jen Barth entertained families with storytimes when they took our pop-up library to the Senior Center's Breakfast with Santa event on Sunday, December 3.

Developing Our Brand

- On November 17, Clerk and Volunteer Coordinator put on our annual Volunteer Cookie Party with contributions from many of our staff members. We had wonderful attendance and a happy, lively group.
- At our customer service staff meeting on Friday, November 17, A/V Librarian Nancy Maxwell and Library Clerk Lynn Neill led the staff in a workshop to discuss our current procedure for the circulation situations Claims Returned and Claims Never Had, and to make recommendations to provide patrons with the ideal customer experience in those situations.
- Our Programming Team worked with Monroe County Library System Director Patty Uttaro and the Gates Public Library to write a Harold Hacker Fund for the Advancement of Libraries Grant to fund a Late Night Traveling Library Show program, which was awarded in the amount of \$4,900. You'll be hearing more about this in the coming year!

Technology Access

- Library Clerk Kristen Shepherd attended The Library Corporation University Annual Conference in Lexington, Kentucky from November 6-8, and learned about the many new changes being introduced in the TLC product lines, including the newly released LS2 Cataloging and CARL Connect.

Personnel Items (To Approve)

- Amy LaFleur will be promoted to Library Clerk PT at a rate of \$11/hour effective November 13, 2017.
- Katherine Cummings will be promoted to Library Clerk PT at a rate of \$11/hour effective November 13, 2017.
- Stacie Bonacci new Library Page at a rate of \$9.70/hour effective November 20, 2017.
- Irina Ovcharov new Library Page at a rate of \$9.70/hour effective November 20, 2017.
- Denise Henderson new Library Page at a rate of \$9.70/hour effective November 28, 2017.

Selected Meetings, Trainings, and Events Attended

- 11/13: Meeting with Assistant Directors
- 11/13: Town Board Workshop
- 11/13: Meeting with Reg Allen, CHS/Henrietta Chamber of Commerce
- 11/14: Meeting with Brian Leavitt, Henrietta Chamber of Commerce
- 11/14: Bicentennial Committee Meeting
- 11/15: Building Planning Meeting at Passero Associates
- 11/15: Town board Meeting
- 11/16: Meeting with Rob Barley
- 11/16: Visit to Livionia Public Library
- 11/16: Town Meeting with Steve Schultz, Town Supervisor-Elect
- 11/17: Customer Service Meeting
- 11/17: Volunteer Cookie Party
- 11/20: Meeting with Assistant Directors
- 11/20: Friends and Foundation of the Henrietta Public Library Meeting
- 11/21: Pre-Bid Meeting
- 11/21: Wellness Committee Meeting
- 11/21: Cal with John Chrastka from EveryLibrary
- 11/27: Meeting with Assistant Directors
- 11/27: Building Planning Meeting at Passero Associates



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- 11/30: Building Planning Meeting
- 12/1: Town Staff Meeting
- 12/4: Town Board Workshop
- 12/5: Meeting at Town Hall re: Bond Issue
- 12/5: Building Planning Meeting
- 12/5: Meeting with Assistant Directors
- 12/5: Mingle Bells, Henrietta Chamber of Commerce Event
- 12/6: Henrietta Chamber of Commerce Board Meeting
- 12/6: Security Meeting re: New Building
- 12/6: Building Planning Meeting at Passero
- 12/6: Meeting with Brigid Ryan
- 12/6: Town Board Meeting

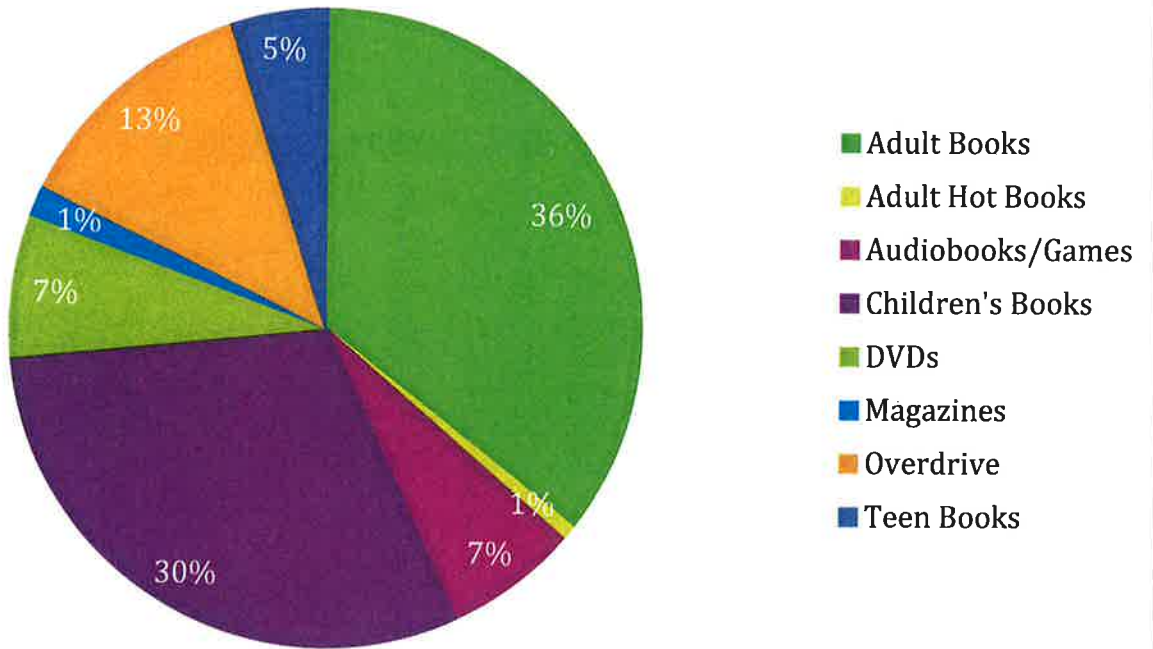
December 2017 Library Statistics

Computer PC Usage – 1,644

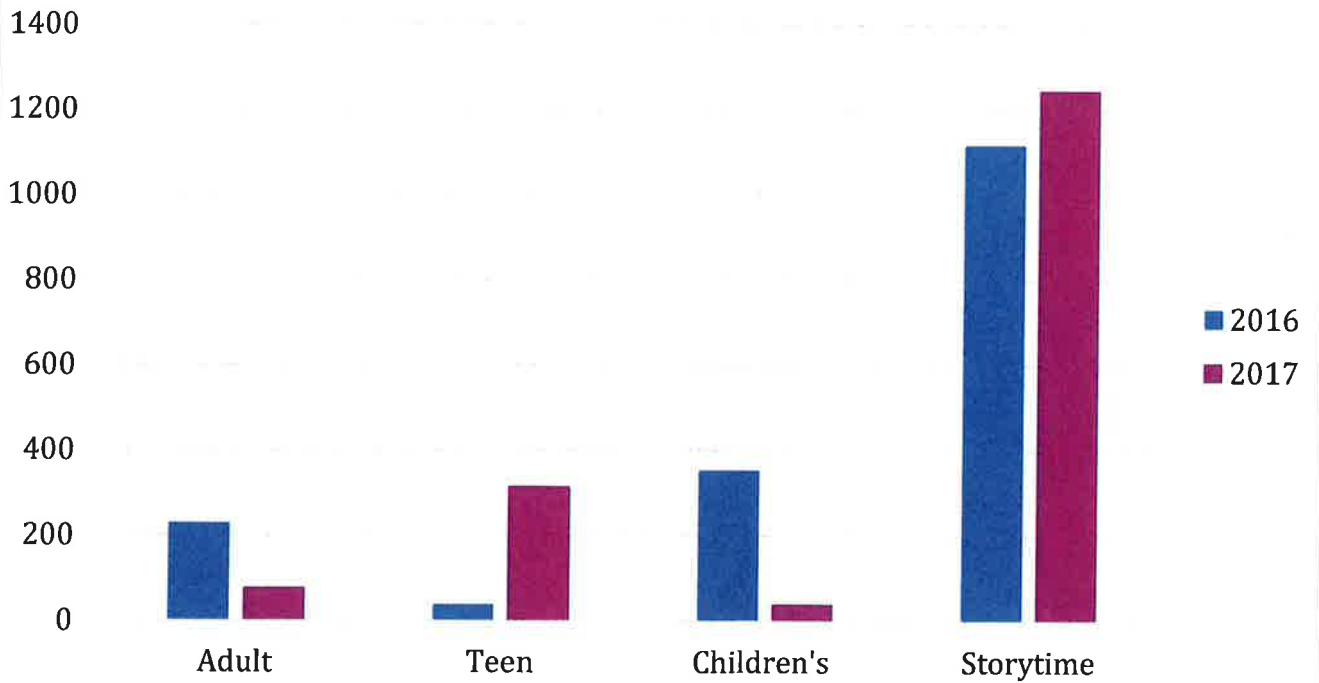
2017 Volunteer Totals						
Month	# of Teen Volunteers	# of Teen Volunteer Hours	# of Adult Volunteers	# of Adult Volunteer Hours	Total # of Volunteers	Total # of Volunteer Hours
December	17	30	16	45.5	33	75.5

December	2016	2017
Door Count	15,003	17,025
Total Circulation	29,739	27,627
New Library Card	111	52
Updated Library Card	122	128
Registered Borrowers	12,610	11,912
Residents with Library Cards	23,818	23,202

MONTHLY CIRCULATION BY MATERIAL TYPE



Program Attendance



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