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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, SEPTEMBER 5, 2018
6:15 P.M.**

Public Comment

Approval of Minutes - August 1, 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. Assurances Doc for NYS Construction Aid Application
Action: Read out and pass a resolution adopting the assurances. Board President sign document for submittal to Monroe County Library System in support of our NYS Construction Aid Application.
Pre-read: Assurances document
2. Change October Board Meeting Date to Oct. 2
Action: Pass a resolution to change the October 2018 board meeting date to **Tuesday**, October 2 at 6:15pm in the Library's Staff Kitchen.
3. Approve 2019 Library Budget Proposal Draft
Action: Approve the existing 2019 budget proposal.
Pre-read: 2019 Library Budget Proposal

Public Comment

Future Agenda Items

1. Appoint Minerva Campbell Literary Contest Committee
2. Recommend a Trustee Replacement to Town Board
3. Social Media Policy

Future Activities



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Next Meeting - October 3, 2018

Adjourn



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**Board of Trustees
Minutes of September 5, 2018
Page One**

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

Guests: Linda Salpini (Henrietta Town Finance Officer), Gregory Brumfield (Henrietta resident), and Mike Stafford (Henrietta Town Councilman)

The meeting was called to order at 6:15pm by President Laura Osterhout.

Public Comment

None

Move an Agenda Item Up Earlier in the Agenda

Motion: Laura Osterhout

To move #3 Agenda Item Approve 2019 Library Budget Proposal Draft up earlier into the Agenda (now). Linda Salpini is here to talk about the Budget Draft.

Seconded: Tina Thompson

Motion carried

Presentation on 2019 Library Budget Proposal Draft

The Director Adrienne Furness and Linda Salpini Town Finance Officer went over the 2019 Budget Proposal Draft.

After the presentation and discussion Linda Salpini was excused from the meeting at 7:00pm.

David McNitt would like to see bulleted explanations on the budget proposal for the increase.

Budget

Motion: David McNitt

That we adopt this budget proposal as the budget we will forward to the Supervisor and Town Board for fiscal year 2019.

Seconded: Sharon McCullough

Motion carried

President Laura Osterhout directed that the minutes of August 1, 2018 be filed as submitted.

Correspondence

None



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Board of Trustees
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Director's Report

Library Director Adrienne Pettinelli's Report was reviewed.

The statistics report is a month behind due to the library board meetings being held a week earlier.

The Henrietta library has just received approval to bring on an intern. Rochester Regional Library Council will be paying the intern up to 80 hours to help with a children's room reorganization.

Personnel Items

Motion: David McNitt

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

Seconded: Tina Thompson

Motion carried

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

Brigid Ryan reported that individual responses for the Bicentennial Gala Dinner are coming in. If anyone needs an invitation let Brigid know.

The library hosted the Chamber of Commerce Event. Brigid thanked those who came; it was very interesting. The Henrietta Library and Foundation sponsored the event.

The Foundation had a meeting with the Masons and they are committed with their donation.

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 #9 Claims 190-212 for a total of \$23,269.55.

Seconded: Laura Osterhout

Motion carried



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Doug Roesch got bank checks payable to The Friends and Foundation in the amounts of \$8,661.10 to close The Partnership Checking Account and \$810.00 to close The PayPal Checking Account. This closes all the library board's accounts.

Committee Reports
None

Unfinished Business
None

New Business

Assurances Document for NYS Construction Aid Application

Laura Osterhout read to the Board the Assurances: State Aid for Library Construction Program.

Motion: Laura Osterhout

That we vote to approve this Authentication of Application Assurances: State Aid for Library Construction Program.

Seconded: Linda Szczesniak

Motion carried

Motion: Tina Thompson

To authorize the President of the Board Laura Osterhout to sign the Authentication of Application Assurances.

Seconded: Doug Roesch

Motion carried

The Board took a break at this point 7:15pm to have their pictures taken by Todd Baker Town Photographer.

The agenda was resumed at 7:25.

Change October Board Meeting date to Tuesday, October 2, 2018

Motion: Laura Osterhout

That the October Board Meeting will be changed to Tuesday, October 2, 2018 and will meet in the library kitchen.

Seconded: Brigid Ryan

Motion carried



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Board of Trustees
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Public Comment
None

David McNitt asked about the revision of the Statement of Policy. Adrienne Pettinelli has put this on the October Agenda.

The meeting was adjourned by consensus at 7:28pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Szczesniak".

Linda Szczesniak, Secretary



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Director's Report September 2018

Issued August 30, 2018

Items of Note

- One of my major activities this last month has been working on the New York State Library Construction Aid application.
- On August 8, I led a panel at the New York Library Association's Rural Libraries Roundtable Summer Symposium held at the Pioneer Library System's headquarters. Our topic was "Why We Do What We Do," and three regular patrons at two other libraries and I told our stories about how libraries have impacted our lives. Then we took questions from the audience. It was a fantastic experience, very inspiring.
- On August 10, we held a Game of Thrones themed Libraries After Hours event funded by the Harold Hacker Grant we received some months ago. Over 100 people were here between 9pm and midnight, doing a scavenger hunt, playing trivia, competing in a Nailed It! contest, and more. I spoke to individuals who came on their own to meet and talk to other fans of the books and show, groups who came as a night out together, and couples who got babysitters and counted this event as their date night. It was interesting to see the wide array of ages and types of people, and it made me so happy to see them all having such a good time. My hat's off to Assistant Director Jen Barth, Children's Librarian Laura Lintz, Teen Services Librarian Ellen Glena, and Librarian Trainee Laura Dingman who served as the core of the planning committee and put in countless hours of work planning and coordinating. I also thank the many staff members who came in to work that night and also those who supported the event in the lead up to the evening to get the word out and help prep for the event.
- On Wednesday, August 29 the Teen Services staff of MCLS and PLS (Pioneer Library System) met at the Irondequoit Public Library to hear a panel discussion on Outreach/Strategies to Reach Large Teen Populations. Teen Services Librarian Ellen Glena is responsible for coordinating the Teen Summit meetings. She asks libraries from both MCLS and PLS to take turns hosting a program at their library. The partnership is a wonderful opportunity for all teen services staff to visit libraries throughout the area to learn and share ideas with each other.
- A very enthusiastic group of 16 teens enjoyed solving a Harry Potter Escape Room on August 3. Librarian Trainee Laura Dingman did an excellent job planning and implementing the escape room using our Breakout EDU kit that contains a variety of different locks and tools to help create the clues to solve the mystery. Teen Services Librarian Ellen Glena created a Harry Potter jeopardy game to play. It was a fun night! Our next Friday after hours program will be held in October and will have a Halloween theme.
- A busy summer of children's events has come to a close. Between June and mid-August, the Children's Department held 84 events, drawing over 5,500 attendees. During that time, library circulation was booming, with 33,836 items checked out in June and 39,574 checked out in July, both notable increases from the summer months of 2017. The Children's Team, albeit very tired, is also very



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enthusiastic about the popularity of several new events that they tried, including a Baby Rave attended by more than 150 people, its much ballyhooed Nailed It! event attended by more than 80 people, a preschoolers natural cooking class taught by the chefs at Midtown Tennis and Athletic Club, an Introduction to Worm Farming attended by more than 50 children, and an after-hours Tween Capture the Flag event that was described by attendees as, "the best thing we've ever done." The whole team is already looking forward to trying exciting events like these in the new library space next summer!

Pop-Up Libraries

- August 14: Night Out at Stonewood Village (Bookkeeper/Adult Programs Coordinator Rosanne Rosella and Circulation Supervisor Terry Hill)
- August 24: Legacy at Erie Station (Librarian Nancy Maxwell and Bookkeeper/Adult Programs Coordinator Rosanne Rosella)

Personnel Items (To Approve)

- Jaylen Searight has joined our staff as a Library Page effective July 26, 2018 at a rate of \$10.40/hr.
- Andrew Grant has resigned his position as a Library Clerk/Tech effective August 3, 2018.
- Jennifer Myles has resigned her position as a Library Page effective August 4, 2018.
- Andrew Spencer has rejoined our staff as a Library Page effective August 27, 2018 at a rate of \$10.40/hr.

Other Trainings and Events

- August 24: Customer Service Meeting (Topics included: Building Updates, Opioid Overdose Procedure, NYS's Address Confidentiality Program, 2019 Library Budget Proposal, Future of Processing Materials)

Selected Meetings, Trainings, and Events Attended

- 7/30: Communications Team Meeting
- 7/30: Meeting with Assistant Directors
- 7/30: Meeting re: Town Cleaning Services
- 7/31: Bicentennial Gala Planning Committee Meeting
- 7/31: Library Construction Meeting/T-Minus Project Meeting
- 7/31: Town Board and Library Board Construction Site Tour
- 8/1: Henrietta Chamber of Commerce Board Meeting
- 8/6: Communications Team Meeting
- 8/6: Meeting with Assistant Directors
- 8/6: Town Board Workshop
- 8/7: Library Construction Meeting
- 8/7: Meeting with Children's Librarians and Assistant Director Jen Barth re: New Library
- 8/8: NYLA Rural Libraries Roundtable Summer Symposium (attended as speaker)



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- 8/8: Town Board Meeting
- 8/9: Town Department Heads Meeting
- 8/10: Game of Thrones After Hours Program
- 8/13: Communications Team Meeting
- 8/13: Meeting with Assistant Directors
- 8/13: Meeting with Steve Schultz, Town Supervisor
- 8/14: Library Construction Meeting
- 8/14: Town Wellness Team Meeting
- 8/14: Bicentennial Committee Meeting
- 8/16: Bicentennial Gala Planning Committee
- 8/16: Town Department Heads Meeting
- 8/16: Friends and Foundation of the Henrietta Public Library Networking Event
- 8/17: Meeting with Henrietta Masons, Brigid Ryan, and Tina Thompson
- 8/19: Dedication Ceremony of Irondequoit Public Teen Room in Memory of Stephanie Squicciarini
- 8/20: Communications Team Meeting
- 8/20: Meeting with Assistant Directors
- 8/21: 2019 Budget Proposal Meeting with Town Supervisor Steve Schultz and Town Finance Officer Linda Salpini
- 8/21: Meeting with Linda Dingman, Library Assistant
- 8/22: Meeting with Town Supervisor Steve Schultz re: Doors for New Building
- 8/22: Friends and Foundation of the Henrietta Public Library Meeting
- 8/23: Town Department Heads Meeting
- 8/24: Library Customer Service Meeting
- 8/30: Town Department Heads Meeting

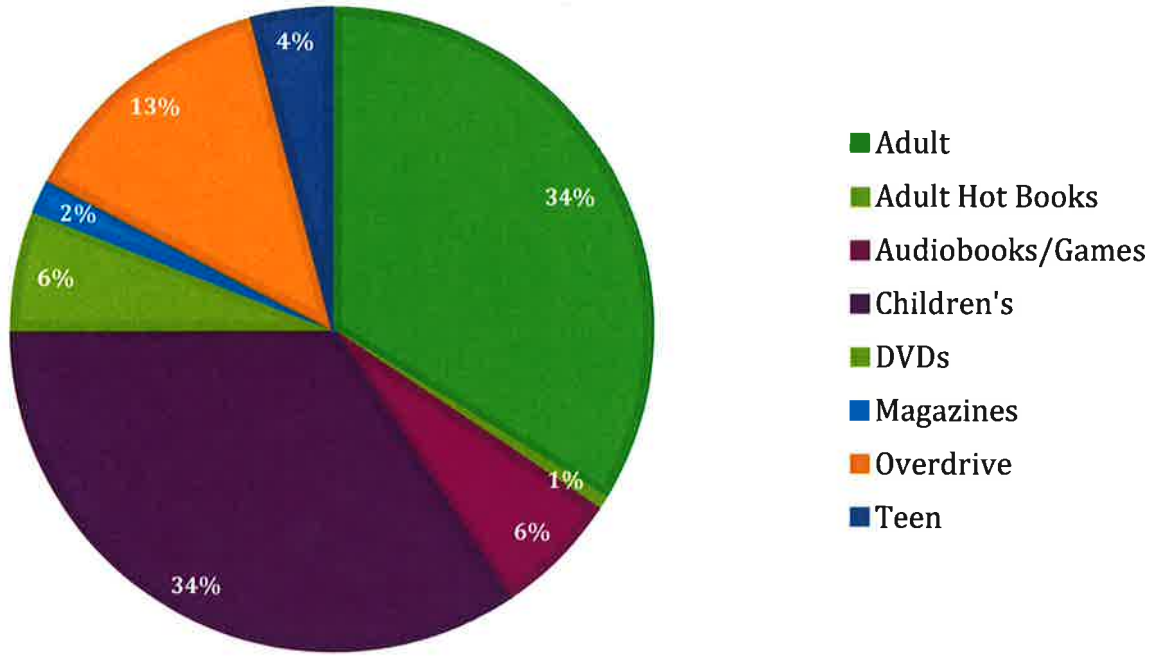
September 2018 Library Statistics

Computer PC Usage – 1,657

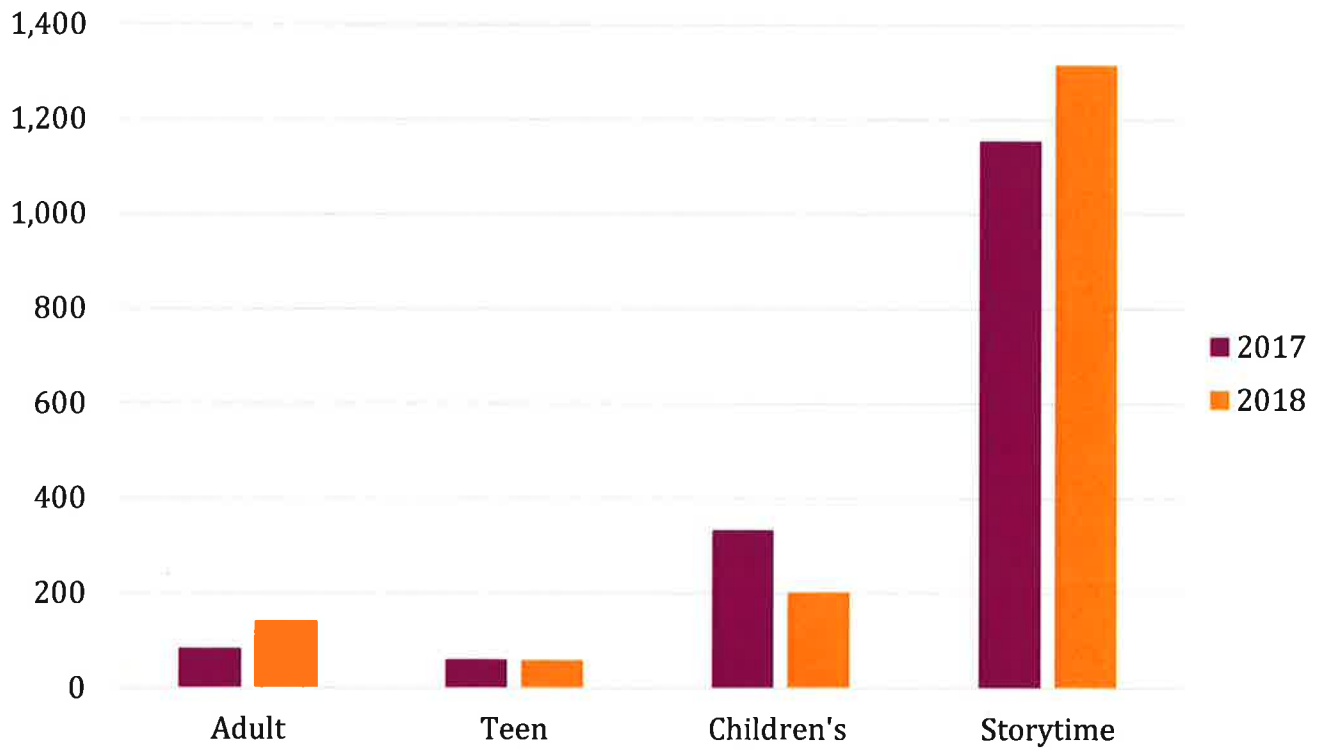
Volunteer Totals						
Month	# of Teen Volunteers	# of Teen Volunteer Hours	# of Adult Volunteers	# of Adult Volunteer Hours	Total # of Volunteers	Total # of Volunteer Hours
September	5	7.5	22	100	27	107.5

September	2017	2018
Door Count	16,670	18,491
Total Circulation	30,708	31,816
New Library Card	104	112
Updated Library Card	201	187
Registered Borrowers	12,062	11,411
Residents with Library Cards	23,083	22,589

MONTHLY CIRCULATION



Class and Event Attendance



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.