



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

**BOARD OF TRUSTEES MEETING AGENDA
TUESDAY, DECEMBER 10, 2019
5:30 p.m.**

Public Comment

Approval of Minutes - November 12, 2019

Correspondence

Director's Report

Finances

1. Expense Control Report
2. Revenue Report
3. Payment Library Bills

Committee Reports

Unfinished Business

New Business

1. Present Slate of Officers for Upcoming Year
2. Review Petty Cash Policy
Pre-read: Petty Cash Policy
Action: Recommend marking as reviewed with no changes.
3. Set Petty Cash Amount for Coming Year
Action: Pass resolution setting petty cash for 2020 at \$58.
4. Review Credit Card and Store Charge Account Policy
 - a. M&T account \$4,000
 - b. Amazon account \$6,000**Pre-read:** Credit Card and Store Charge Account Policy
Action: Recommend marking policy as reviewed with no changes. Recommend setting credit card limits at same levels as last year.
5. Set Change Drawers/Startup Funds for Coming Year
Action: Pass resolution setting startup funds for 2020 at \$465.

Public Comment

Future Agenda Items

1. Election of officers
2. Review/Sign Conflict of Interest Statement
3. Authorize Library Director to Sign Contracts
4. Authorize Library Director to Pay Payroll Prior to Audit



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5. LTA Membership for Board President

Future Activities

Next Meeting - January 14, 2020 at 5:30pm

Adjourn

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

Absent: Brigid Ryan

The meeting was called to order at 5:33m by President Laura Osterhout.

Public Comment
None

Approval of Minutes
President Laura Osterhout directed the minutes of October 8, 2019 be filed as the redraft submitted.

Correspondence
None

Director's Report
David McNitt made notice of Assistant Director Alicia Reinhardt who won a \$2,000 grant from the Harold Hacker Fund for the Advancement of Libraries to continue the work from this year's grant into next year. Not only does it serve the Henrietta Library but the whole library system. Congratulations Alicia!

Director Adrienne Pettinelli has budget transfers to be added to the agenda.

Personnel Items
Motion: Tina Thompson
To approve the personnel items as listed in the director's report.
Seconded: Laura Osterhout
Motion carried

Surplus
Motion: Doug Roesch
To request that the Town Board declare the following items as surplus:

- #301 Book Truck 1982
- #409 Book Truck 1976
- #413 Book Truck 1982
- #2109 Book Truck 1993

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- #2111 Book Truck 1993
- #2492 Book Truck 1995
- #2493 Book Truck 1995
- #2494 Book Truck 1995
- #10120 Book Cart 2013

Seconded: Linda Szczesniak
Motion carried

Director Adrienne Pettinelli reported that the library's circulation was up almost 20%.

Scott Adair arrived at this point.

President Laura Osterhout made the following changes to the Agenda:

Add to New Business Budget Transfers

Under Unfinished Business replace number 1 with Vote on Acceptance of Library Board Member Resignation

Friends and Foundation of the Henrietta Public Library Report

Doug Roesch reported since the FFHPL has not been able to have their property returned from the terminated director, they have hired a lawyer. A meeting will try to be scheduled to resolve this situation.

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #11 Claims 287-318 for a total amount of \$47,709.07.

Seconded: Tina Thompson

Motion carried

Committee Reports

None

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Unfinished Business

Vote on acceptance of Library Board Member Resignation. A copy of her resignation will be filed in the minutes.

Motion: Laura Osterhout

To accept Brigid Ryan's resignation from the Library Board.

Seconded: Doug Roesch

Motion carried

Approve Revised Bylaws of the Board of Trustees

Motion: Sharon McCullough

To approve the Revised Bylaws of the Board of Trustees with the correction to 6a. to read any member is absent from three meetings not two meetings.

Seconded: David McNitt

Motion carried

Adoption of Agreement Between Henrietta Public Library Director and Town Historian

The Town Historian agrees to provide off site storage for the microfilmed copies of the Henrietta Public Library Board of Trustees' meeting minutes. If approved Treasurer Doug Roesch will close the safe deposit account.

Motion: David McNitt

To approve the Agreement Between Henrietta Public Library Director and Town Historian.

Seconded: Dough Roesch

Motion carried

New Business

2020 Holiday Schedule

Motion: Laura Osterhout

To approve the library's 2020 Holiday Schedule.

Seconded: Sharon McCullough

Motion carried

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Approve Budget Transfers
Motion: Tina Thompson

To approve the November 12, 2019 budget transfers as proposed by Director Adrienne Pettinelli.
\$1,500 from .405 Local Travel to .411 Supplies
\$6,000 from .418 Contracted Services to .200 Equipment
\$3,000 from .472 Software to .478 Books-Adult
\$5,000 from .472 Software to .480 Children's
\$2,000 from .472 Software to .411 Supplies

Seconded: Sharon McCullough
Motion carried

President Laura Osterhout reminded the board of the slate of officers for next year, if you are interested in retaining your position or taking on a new role, to please let her know.

New clocks are being put up in different areas of the library. Board member Sharon McCullough has purchased these clocks. Thank you Sharon!

The next meeting is Tuesday, December 10, 2019 at 5:30pm.

The meeting was adjourned by consensus at 6:45pm.

Respectfully submitted,



Linda Szczesniak, Secretary

Director's Report

December 2019

Issued 12/4/2019

Items of Note

- Longtime staff member and Adult Programmer Rosanne Rosella has announced her retirement starting January 31, 2020.
- We have a number of art items that have appeared here in the library that I'd like to draw your attention to:
 - Art Quilt in Large Print Area: This was donated by Jan Hewitt Towsley. Her mother (and former library board member!) Shirley Maureen Bunder Hewitt, stretched a quilt made by her grandmother out on a frame and painted the frayed areas. It's quite lovely and a lovely bit of history.
 - In the glass under the staircase and in the children's archway, vinyl decals have been put up that use the text of various classic novels to create an image that evokes the novels. (Go look at them; you'll see.) The works depicted are Twenty Thousand Leagues Under the Sea, Alice in Wonderland, The Wizard of Oz, Peter Pan, and Sherlock Holmes. This was part of the original building project. It just took time for them to be finalized and installed.
 - Drawing in Children's Room donated by local artist Tim Mack: Tim was inspired by our new building and the memories he had of bringing his children to the old library to create a piece that evokes many classic children's stories. I just love Tim's work.
 - TR Henri Paintings: In the Reading Room upstairs, there are three paintings created by local artist Dave Pollot and donated by Jen Cesare and her family that show our library mascot, TR Henri, having adventures in the country. We will be hosting an opening and dedication event that is open to the public on Saturday, December 14 at 1:30pm. I'd love to see you there!
- The HPL Children's Department and the Henrietta Rec Center co-hosted the Second Annual Henrietta Hamster Ball Races on Saturday, November 16. Close to 200 people attended the event, and more than 20 hamsters participated in an epic evening of races. It was a thrilling evening for all!
- The Monroe County Library System Board held their November 18 meeting here in our library. It was a delight to have them here and show them the new building!
- The Monroe County Library System held their annual Trustee and Director Symposium here on Saturday, November 23. A group of almost 30 library directors and trustees gathered to hear a fantastic presentation from attorney Stephanie Adams about laws that impact libraries and their communities. I took many notes, and Laura Osterhout and Tina Thompson from our own board were among the attendees.

Pop-Up Libraries



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- November 7: Legacy at Erie Station (Circulation Supervisor Terry Hill and Library Clerk Teresa Mitrousis)
- November 12: Good Shepherd UPK/Adult Literacy Pop-Up Library (Reader's Advisory Librarian Cathy Scarnati and Children's Librarian Laura Lintz)

Personnel Items (To Approve)

- Krishna Chakraborty has resigned her position as Library Clerk PT effective 11/15/19
- Stephani Dudrak, Library Page PT, has been promoted to Library Clerk PT effective 11/25/19 at a rate of \$12.82/hr.

Other Trainings and Events

- October 23 and 30 and November 6: NYLA Library Skills Academy at Penfield Library (Library Pages Alex Keller and Stephani Dudrak and Library Assistant Vicki Rusinko)
- November 1: New York Data Carpentries Library Consortium (Technology Librarian Hannah Ralston)
- November 13-16: New York Library Association Annual Conference including Section on Management of Information Resources and Technology (Technology Librarian Hannah Ralston)
- November 13: MCLS No-Hit Training in Best Practices for Submitting DBEs for Print and Non-Print Materials (Circulation Supervisor Terry Hill, Library Clerks Debbie Work, Dee Lowell, Teresa Mitrousis, Zara Fallis, Erin Denham, and April Newman)
- November 15: Staff Customer Service Meeting (highlights of upcoming classes and events; Conversational English Club progress report; encouragement to find quick and helpful information in the "What Do I Do If" folder on shared drive; using legal and preferred names in patron library accounts)
- November 15: Cookie Party to acknowledge and appreciate library volunteers (organized by Library Clerk Erin Denham)



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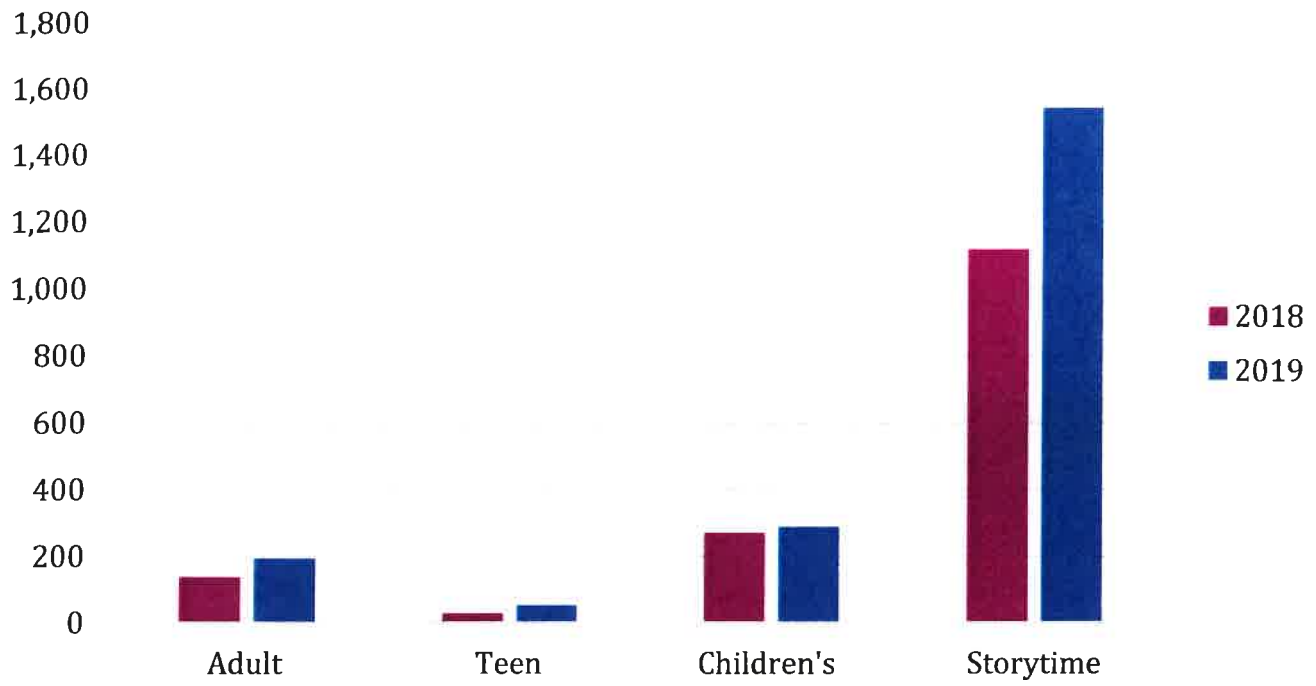
November 2019 Library Statistics

Computer PC Usage – 1,686

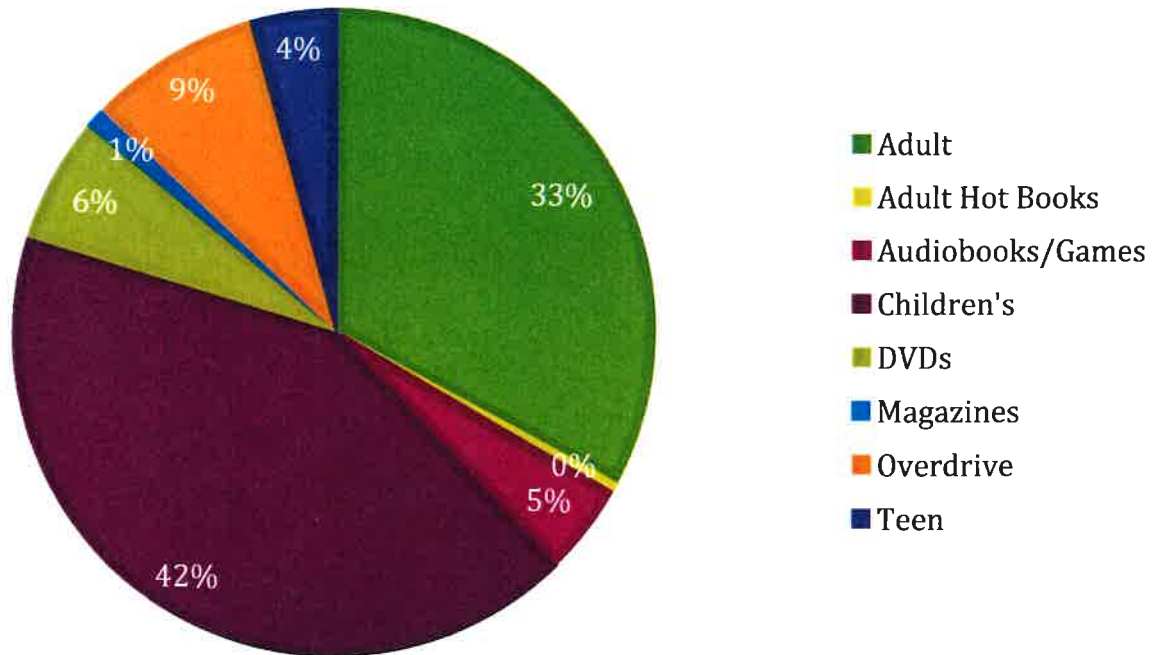
2019 Volunteer Totals		
	# of Volunteers	# of Volunteer Hours
Adult	29	109

November	2018	2019
Door Count	18,342	16,563
Total Circulation	31,871	37,167
New Library Card	74	154
Updated Library Card	138	279
Registered Borrowers	11,306	12,527
Residents with Library Cards	22,741	23,133

Class and Event Attendance



MONTHLY CIRCULATION



Petty Cash Policy

Scope

The petty cash fund is established to reimburse employees for minor expenses (\$20.00 or less) that are purchased for official library business and for which the issuance of a formal voucher would be impractical. Incidental expenses allowed through petty cash are registered mail, postage, and emergency supplies. The petty cash fund may not be used for personal cash advances. Likewise, petty cash may not be used for reimbursable business expenses such as meals or travel arrangements.

Policies

- The petty cash fund amount for each year will be established by a resolution of the library board and the town board.
- The library director will designate a staff member to be the petty cash custodian.
- Employees must furnish an original, itemized, dated receipt to the petty cash custodian to be reimbursed.
- Cash advances are not allowed. However, mitigating circumstances may arise when the library director may choose to approve the release of petty cash for official library business before the expense has been incurred.
- The petty cash custodian must get an approval signature from the library director to reimburse himself or herself from the petty cash fund.

Adopted December 2014
Reviewed December 2018

Credit Card and Store Charge Account Policy

Scope

The library provides for the restricted use of a library credit card or the use of store charge accounts pursuant to the town of Henrietta's and the library's procurement policies to purchase goods and services directly from vendors when those items are needed but it is not expedient, practical, or desirable to use other types of payment.

Credit Card and Store Card Account Policies

- The director will research and establish credit card accounts and store charge accounts as necessary. Consideration will be given to companies that can meet the general purchasing needs of the library and the billing and payment requirements of the library.
- The board will establish appropriate credit limits for each credit card, recognizing that individual cards may vary with the types of goods or services they are intended for.
- The director will determine how many cards and accounts are needed as well as which employees will be allowed to use them.
- Employees who are issued a credit card must sign an acknowledgement form recognizing their responsibility to comply with this policy.
- The director is responsible for the use of credit cards and store charge accounts and to ensure that charges are authorized library expenditures and that adequate monies are available within the approved budget.
- All purchases must be for library use and benefit only. Credit cards and store charge accounts may not be used to purchase personal items, alcoholic beverages, or tobacco products.
- All purchases made with credit cards or store charge accounts must be supported by itemized receipts or invoices which clearly show what goods and services were purchased.

Adopted December 2014
Reviewed December 2018