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Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

**BOARD OF TRUSTEES MEETING AGENDA  
TUESDAY, APRIL 9, 2019  
5:30 p.m.**

**Public Comment**

**Approval of Minutes - March 12, 2019**

**Correspondence**

**Director's Report**

**Friends and Foundation of the Henrietta Public Library Report**

**Finances**

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

**Committee Reports**

**Unfinished Business**

**New Business**

1. Library Moving Team Activities
2. Accept \$6,650 from the Friends and Foundation of the Henrietta Public Library into the 2019 Budget allocated as follows:
  - \$1,540.00 into L.7410.4.478 Library..Books-adult
  - \$3,270.00 into L.7410.4.480 Library..Children's Programs
  - \$1,540.00 into L.7410.4.483 Library..Non-book Materials
  - \$300.00 into L.7410.4.484 Library..Adult Events & Classes
3. Salary Ranges for 2020  
**Pre-read:** Salary Ranges Proposal for 2020 Budget Year  
**Action:** Pass a resolution accepting the proposed salary ranges for 2020.
4. Draft Memorandum of Understanding Between Henrietta Public Library and Friends and Foundation of the Henrietta Public Library  
**Pre-read:** Draft Memorandum of Understanding  
**Action:** The FFHPL Board passed a resolution authorizing Board President Dick Swanson to sign the MOU; I am now looking for our board to pass a resolution authorizing the President of the HPL Board to sign the MOU.
5. Draft Policy for Reservation and Use of Community Spaces  
**Pre-read:** Draft Policy  
**Action:** Pass a resolution adopting the updated Policy for Reservation and Use of Community Spaces.
6. Board Evaluates Library Director  
**Action:** Decide how you would like to approach evaluating the Library Director this year.



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## Public Comment

## Future Activities

1. Participation in Town of Henrietta Memorial Day Parade

**Next Meeting - May 14, 2019 at 5:30pm**  
**Adjourn**



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Board of Trustees  
Minutes of April 9, 2019  
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Present: Adrienne Furness, Laura Osterhout, Brigid Ryan, Linda Szczesniak, David McNitt, Doug Roesch, Sharon McCullough, David McNitt, and Lynn Neill

Excused: Tina Thompson and Scott Adair

Guest: Alicia Reinhardt, Assistant Library Director

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

**Public Comment**

None

**Approval of Minutes**

President Laura Osterhout directed the minutes of March 12, 2019 be filed with the correction that the inventory item be transferred to the town historian's office.

**Correspondence**

None

**Director's Report**

Personnel Items

Motion: Laura Osterhout

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

Seconded: Linda Szczesniak

Motion carried

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

- Brigid reported she has been working in getting more major gift support
- Working on a story concept for the campaign appeal letter
- Planning a fall fundraising event
- Book Sale is May 8 - May 18. They are working on incentives for Friends night
- PayPal account should be working to receive donations

**Finances**

The Revenue/Expense Control Report was reviewed.

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The Revenue Report for the Town was reviewed.

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #4 Claims 74-102 for a total of \$24,527.00.

Seconded: Sharon McCullough

Motion carried

Committee Reports

None

Unfinished Business

None

New Business

Alicia Reinhardt, Assistant Library Director, gave an overview of what is happening with the upcoming library move. She explained the staff roles on the Library Moving Team and what they have been doing. Other people involved with Alicia and Jen Barth, Assistant Library Director, with the move, are the architect and design representatives. They will help with coordinating the movers as well as some of the town's parks and facilities employees.

Accept \$6,650 from the Friends and Foundation of the Henrietta Public Library into the 2019 Budget. These funds will be used to start building the opening day collection and some of the events associated with the grand opening. This will become part of our monthly meetings accepting the funds from the Friends and Foundation into our budget.

Motion: Doug Roesch

To accept \$6,650 from the Friends and Foundation of the Henrietta Public Library into the 2019 Budget allocated as follows:

- \$1,540.00 into L.7410.4.478 Library..Books-adult
- \$3,270.00 into L.7410.4.480 Library..Children's Programs
- \$1,540.00 into L.7410.4.483 Library..Non-book Materials
- \$300.00 into L.7410.4.484 Library..Adult Events & Classes

Seconded: Sharon McCullough

Motion carried



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Salary Ranges for 2020

Motion: David McNitt

To approve the salary ranges for 2020 as presented by the director.

Seconded: Linda Szczesniak

Motion carried

Draft Memorandum of Understanding Between Henrietta Public Library and the Friends and Foundation of the Henrietta Public Library

Motion: Sharon McCullough

To approve authorizing the President of the HPL Board to sign the Memorandum of Understanding between the Henrietta Public Library and the Friends and Foundation of the Henrietta Public Library.

Seconded: David McNitt

Motion carried

Draft Policy for Reservation and Use of Community Spaces

Motion: David McNitt

To accept the Policy for Reservation and Use of Community Spaces effective for the new library.

Seconded: Brigid Ryan

Motion carried

Board Evaluates Library Director

To evaluate the director at the May meeting, Adrienne will email the board her self-evaluation a week before. Any questions please let her know.

The Memorial Day Parade is Sunday, May 19 at 1:00pm. We meet at Rush-Henrietta High School at 12:00pm. The parade proceeds from the high school to the Veterans Memorial Park.

The next meeting is Tuesday, May 14, 2019 at 5:30pm.

The meeting was adjourned by consensus at 6:40pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Szczesniak". The signature is written in a cursive, flowing style.

Linda Szczesniak, Secretary

## Director's Report

### April 2019

Issued 4/2/2019

#### Items of Note

- On March 27, Teen Librarian Ellen Glena coordinated the spring Teen Summit which was held at Brighton Public Library. The discussion was on Teen/Tween Book Clubs and Librarian Assistant Laura Dingman presented on the topic of Tween Book Clubs. There were 23 library staff who support teen services in both MCLS and PLS registered to attend.
- As a member of the Rush Henrietta Youth Advisory Board, Teen Librarian Ellen Glena attended and helped organize the Rush Henrietta Youth Hall of Fame Banquet on March 31.
- The Children's Department has completed their picture book reorganization project! For the past four months, the department has methodically divided over 10,000 picture books into different categories, relabeled them, and re-catalogued them in the computer system. Last week, they intrepidly shifted all of the books so that categories are now shelved together. We are very excited to see what patrons think of the change. Come and check it out if you have a few spare moments!
- Adult Programming Coordinator Rosanne Rosella is preparing a Poetry Month passive program for April. Librarian Virginia Cooper will create a display of poetry books, we'll create bookmarks printed with short poems to make available to patrons, and on April 18, we'll give patrons an Earth Day themed children's poem on a card for Poem in Your Pocket Day.
- On the last Friday of each month, a group of non-driving seniors from the Henrietta Senior Center will come by bus to visit the library for an hour or so. Rosanne Rosella, Adult Programming Coordinator, welcomed the first group on March 29, introduced them to staff, demonstrated the magical Book Drop, guided them on a tour, and explained the workings of the library to them. Of the five visitors, one senior got a library card and the others will bring ID on a future visit to get their cards! We're excited to have this opportunity to partner with the Senior Center to make the library accessible to a group of Henrietta residents who have had difficulty getting to the library.

#### Pop-Up Libraries

- March 6: Winslow Elementary School P.A.R.P. (Children's Librarian Cathy Lathrop and Technology Librarian Hannah Ralston)
- March 7: Legacy at Erie Station (Circulation Supervisor Terry Hill and Audiovisual Librarian Nancy Maxwell)
- March 22: International Games by Global Perspectives at Recreation Center (Teen Librarian Ellen Glena)

### Personnel Items (To Approve)

- Stephanie Dudrak has joined our staff as a Library Page effective 3/5/19 at a rate of \$11.10/hr.

### Other Trainings and Events

- March 6: Constant Contact's "How to Use Visual Marketing to Get Attention and Customers" webinar (Library Clerk Vicki Rusinko)
- March 12: Create and Code Interactive Stories with Twine at RRLC (Technology Librarian Hannah Ralston)
- March 13: Except When It Is: The Line Between Service & Safety (Assistant Directors Jen Barth and Alicia Reinhardt)
- March 15-16: Train the Trainer two day workshop by the National Coalition Building Institute, NCBI (Assistant Director, Alicia Reinhardt)
- March 15: Staff Customer Service Meeting (new building update; moving team update; event planners' updates and highlights)
- March 19: Inclusive Libraries Special Interest Group provided by RRLC (Adult Programming Coordinator Rosanne Rosella, Assistant Director Alicia Reinhardt)
- March 26: Intersectionality Workshop by RRLC (Adult Programming Coordinator Rosanne Rosella, Assistant Directors Alicia Reinhardt and Jen Barth and Children's Librarian Laura Lintz)
- March 25-29: Town Required Training for Full-Time Library Staff (Personal Protective Equipment Confined Space and Ergonomics)
- March 29: ATTAIN Lab Orientation at REOC (Technology Librarian Hannah Ralston)

### Selected Meetings, Trainings, and Events Attended

- 3/5: Meeting with Vargas Associates re: Furniture Plan for New Library
- 3/7: Building a More Effective Board—Causewave Workshop
- 3/8: Moving Summit
- 3/11: Meeting with Assistant Directors
- 3/11: Communications Team Meeting
- 3/11: Town Board Workshop
- 3/12: Construction Meeting
- 3/13: Henrietta Chamber of Commerce Board Meeting
- 3/13: Town Board Meeting
- 3/14: Town Department Heads Meeting
- 3/15: Customer Service Meeting



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- 3/18: Meeting with Assistant Directors
- 4/1: Meeting with Assistant Directors
- 4/1: Special Town Board Meeting
- 4/1: Construction Meeting





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## April 2019 Library Statistics

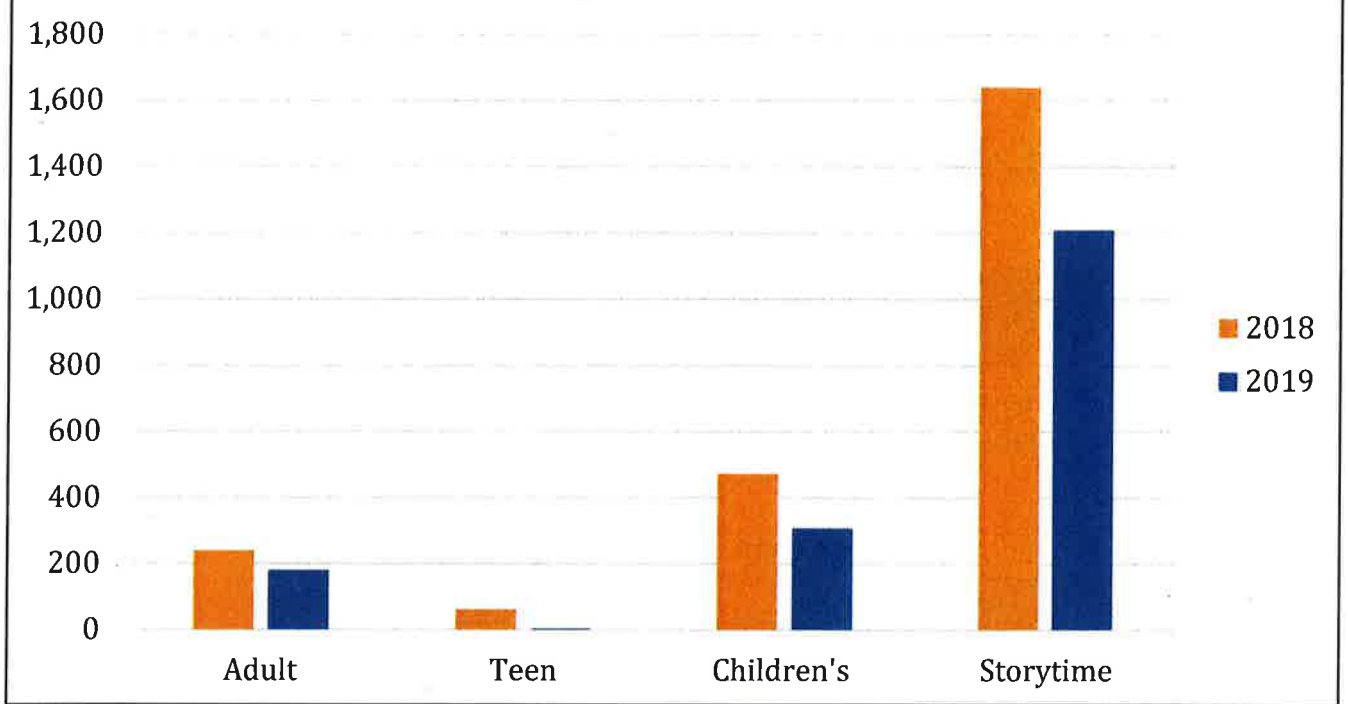
Computer PC Usage – 1,798

Volunteer Totals		
	# of Volunteers	# of Volunteer Hours
Teen	0	0
Adult	27	119.25
<b>Total</b>	<b>27</b>	<b>119.25</b>

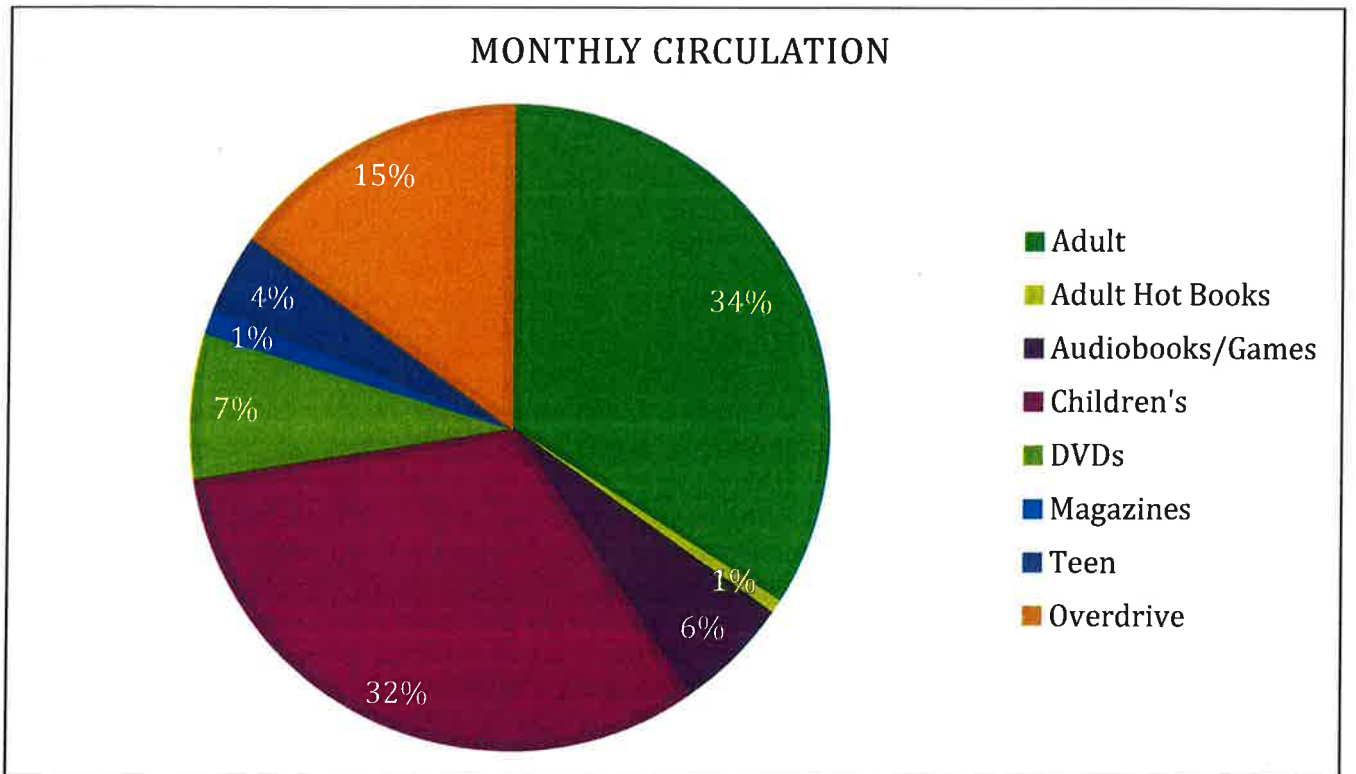
April	2018	2019
Door Count	20,288	20,450
Total Circulation	33,445	33,641
New Library Card	97	95
Updated Library Card	160	161
Registered Borrowers	11,807	11,235
Residents with Library Cards	21,978	21,681

Program Attendance is down because we're ramping down events so we can focus on our move.

### Program Attendance



### MONTHLY CIRCULATION



## 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.