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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, November 9, 2016 6:15 p.m.

APPROVAL OF MINUTES - October 12, 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
3. Strategic Planning Update

NEW BUSINESS

1. Presentation on OCLC Report, "From Awareness to Funding" (<https://www.oclc.org/en-ca/reports/funding.html>)
2. Review Policy for Excluding Patron from Library Premises
4. ~~X~~ Pass Amendment to Bylaws of the Board of Trustees
3. ~~X~~ Accept \$4,000 Bullet Aid into Line .478 (Adult) of the 2016 Library Budget
5. *Nomination of officers*

FUTURE AGENDA ITEMS

1. Present Slate of Officers for Upcoming Year
2. Review Petty Cash Policy
3. Review Credit Card and Store Charge Account Policy
4. Set Petty Cash Amount for Coming Year
5. Maturing Endowment Fund CD 12/3/16
6. Maturing Pam Mee Bequest CD 12/7/16

FUTURE ACTIVITIES

NEXT MEETING - December 14, 2016

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:
Need to define
Access in terms of both
equipment and
training; empowering
users and leveling the
playing field

Developing Our Brand

Next Steps checklist
Create internal
efficiency

How-to

Target audience:
People who want to
learn how to do things

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Present: Tina Thompson, Janet Zinck, David McNitt, Brigid Ryan, Tim Chapman, Doug Roesch, and Lynn Neill.
Guest: Sharon McCullough and Laura Osterhout

The meeting was called to order at 6:15 pm by President David McNitt.

The minutes of October 12, 2016 were approved as submitted.

Correspondence

NYLA (New York Library Association)

Motion: Doug Roesch

To contribute \$100.00 to the NYLA Legal Defense Fund from unrestricted funds to help them refurbish their fund.

Seconded: Brigid Ryan

Motion carried

Director's Report

The Board reviewed the Director's report.

Budget Transfer

Motion: Tina Thompson

From line .418 Contracted Services the following transfers:

\$115.00 to line .400 Credit Card Fees

\$200.00 to line .404 Training

\$1,000.00 to line .483 Non-Book Materials

Seconded: Doug Roesch

Motion carried

Surplus Items

Motion: Tina Thompson

To request that the Town Board approve the following as surplus:

Inventory # 332 Chair 1978

Inventory # 4884 Compaq Computer 2010

Inventory # 8045 Citizen Receipt Printer 2009

Seconded: Brigid Ryan

Motion carried

The statistics were reviewed.



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Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

Payment of Library Bills

Motion: Tim Chapman

To approve Abstract #11, Claims 258-286 for a total of \$52,467.94.

Seconded: Doug Roesch

Motion carried

PayPal checking account balance \$50.21 for 10/1 - 10/31/16.

The partnership checking account balance \$6,928.42 for 10/1 - 10/31/16.

The Friends statement for 10/4/16 total balance of \$7,298.12.

Maturing CDs

Motion: Tina Thompson

To cash in both CDs when they come due, but keep the funds in cash accounts for future transfer to the foundation.

Seconded: Doug Roesch

Motion carried

Committee Reports

None

Unfinished Business

Foundation Update

Brigid will help with the paperwork for retaining the law firm McConville, Considine, Cooman & Morin PC in setting up the foundation.

Building Planning Update

The new communications plan committee are meeting with Causewave.

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Strategic Planning Update

Motion: Doug Roesch

To approve the Strategic Planning Update for 2016 - 2019.

Seconded: Tim Chapman

Motion carried

New Business

Presentation

Adrienne showed the board a presentation on OCLC (Online Computer Library Center) Report, "From Awareness to Funding" a study on library support.

Policy for Excluding Patron from Library Premises

Reviewed Policy for Excluding Patron from Library Premises with no changes made. Possibly next year this will be reviewed more thoroughly.

Bullet Aid Money

Motion: Tina Thompson

To accept \$4,000.00 Bullet Aid into line .478 Adult Books of the 2016 Library Budget.

Seconded: Tim Chapman

Motion carried

Pass Amendment to Bylaws of the Board of Trustees as discussed at the May 11, 2016 meeting of the board

To amend the motion of D. Roesch to read: the Board of Trustees of the Henrietta Public library shall consist of seven (7) members, each appointed for a period of five (5) years by the Town Board of Henrietta effective January 1, 2017.

Seconded: Tina Thompson

Motion carried

Motion: Doug Roesch

To change the Bylaws of the Board of Trustees #7 to read "A quorum at any meeting shall consist of four (4) or more trustees".

Seconded: Tina Thompson

Motion carried



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Election of Officers

January is the Board's organizational meeting where the slate of officers is elected. David handed out an officer poll ballot for board members to fill out and return to him.

Guest, Laura Osterhout, has expressed an interest in becoming a library trustee. She was a member of the Henrietta Library Building Committee. Laura has been a librarian for 12 years. She worked in the Buffalo area and currently works at RRLC (Rochester Regional Library Council). She does continuing education scheduling for libraries. Laura also works with digitation, advocacy for NYLA. She lives in Henrietta with her husband and 7 year-old son.

The meeting was adjourned by consensus at 8:00 pm by President David McNitt.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brigid Ryan", written in a cursive style.

Brigid Ryan
Secretary