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Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

## **BOARD OF TRUSTEES MEETING AGENDA WEDNESDAY, MAY 2, 2018 6:15 P.M.**

### **Public Comment**

**Approval of Minutes - April 11, 2018**

### **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
4. Trustee Accounts
5. Trustee Endowment
6. Friends Account

### **Committee Reports**

### **Unfinished Business**

### **New Business**

1. Sunshine Law Presentation
2. 2019 Salary Ranges

Preread: Proposed Salary Ranges for 2019 Memo, Monroe County Library System 2017 Budget Kit Personnel Spreadsheet

Action: Approve Salary Ranges for 2019

3. 2019 Budget-Preliminary Staffing Plan and Technology Costs

Prereads: Henrietta Public Library Organizational Chart, "Civil Service Titles Used by the Henrietta Public Library," "2017 Personnel Costs for Similar Public Libraries in Monroe County"

Action: Discuss plans and ask questions.

4. Plan to Transfer Rest of Funds to Friends and Foundation of the Henrietta Public Library

Action: Develop a plan/timeline for transferring the rest of the funds from our board to the FFHPL board and closing the Library Board of Trustees account.

5. Accept \$1,750 from the Harold Hacker Grant Program into the .484 Line of the 2018 Budget

Action: Pass a resolution to accept these funds into our budget for the Late Night Game of Thrones themed Program in August.

6. Participation in Town of Henrietta Memorial Day Parade



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**Public Comment**  
**Next Meeting - June 6, 2018**  
**Adjourn**



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**Board of Trustees**  
**Minutes of May 2, 2018**  
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**Present:** Laura Osterhout, Tina Thompson, Linda Szczesniak, Doug Roesch, Brigid Ryan, Sharon McCullough, David McNitt, Adrienne Pettinelli, Scott Adair, and Lynn Neill

The meeting was called to order at 6:30 pm by President Laura Osterhout.

**Public Comment**  
None

**Approval of Minutes**  
Motion: Tina Thompson  
The minutes of April 4, 2018 be approved as submitted.  
Seconded: David McNitt  
Motion carried

**Correspondence**  
Adrienne read to the board two letters received from patrons nominating Henrietta for Library of the Year 2018.

**Director's Report**  
The door count and circulation for April were up.  
  
Adrienne distributed a copy of the RIT tree concept they will build in the children's room in the new library.

**Friends and Foundation of the Henrietta Public Library Report**  
Brigid Ryan reported having a meeting with Jennifer Cesare whose family would like to make a significant donation in memory of her father.

**Finances**  
The Revenue/Expense Control Report was reviewed.  
  
The Revenue Report for the Town was reviewed.  
  
Doug Roesch reviewed the library bills.



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**Board of Trustees**  
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**Payment of Library Bills**

Motion: Laura Osterhout

To approve Abstract #5 Claims 86-104 for a total of \$13,938.81.

Seconded: Tina Thompson

Motion carried

The Partnership Checking Account net unrestricted funds for 4/1/18 - 4/30/18 is \$9,094.10.

The PayPal checking account balance for 4/1/18 - 4/30/18 is \$762.06.

**Committee Reports**

David volunteered to present the Minerva Campbell Literary Contest awards to the undergraduates on Thursday, May 10 at 7:00 pm at the Rush-Henrietta Senior High School.

**Unfinished Business**

None

**New Business**

**Sunshine Law Presentation**

Also known as the Open Meetings Law, it requires board meetings to be publicized and open to the public. The library board meetings are posted on the Henrietta Town website and are sent to local newspapers. Minutes of all board meetings are required to be available within two weeks of the meeting. The board discussed the importance of having interpreters at library programs. Our Friends have committed to pay for interpreters at library programs and meetings.

**2019 Salary Ranges**

Adrienne presented her recommended salary ranges for 2019. After some discussion, the board tabled this until next month. Adrienne was asked to present salary ranges that would be more in line with other libraries as we move forward with the opening of the new library in 2019.

**2019 Budget-Preliminary Staffing Plan and Technology Costs**

Adrienne presented an organizational chart along with civil service titles used by the Henrietta Library to help with prioritizing a staffing plan in the new library. New software and technology will necessitate increases to the 2019 budget.



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Board of Trustees  
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**Plan to Transfer Rest of Funds to Friends and Foundation of the Henrietta Public Library**

The board still has some funds remaining in addition to the PayPal account that will need to be transferred to the Friends and Foundation. This will be added to the June agenda.

**Participation in Town of Henrietta Memorial Day Parade**

The board is invited to march in the Memorial Day Parade May 20<sup>th</sup> from 1:00-3:30pm. Followed by an Old Fashioned Family Picnic 4:00-6:00pm on the Front Lawn of Town Hall.

**Accept \$1,750 from the Harold Hacker Grant Program into the .484 Line of the 2018 Budget**

Motion: David McNitt

To accept \$1,750 from the Harold Hacker Grant Program in the .484 Line of the 2018 Budget.

Seconded: Linda Szczesniak

Motion carried

The town will be notified that this grant was accepted by the HPL board.

**Public Comment**

None

The meeting was adjourned by consensus at 7:55pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Szczesniak". The signature is written in a cursive style and is enclosed in a yellow rectangular box.

Linda Szczesniak, Secretary

## Director's Report

May 2018

Issued 4/27/2018

### Items of Note

- The library will be marching and handing out books at the town Memorial Day Parade on Sunday, May 20 at 1:00pm. More marchers make a stronger presence; if you can join us, please let me know. We ask all marchers to wear HPL t-shirts if they have them.
- The latest schedule I've seen for the new building has a completion date at the end of June 2019. As with all dates we've had right along, this is tentative and the actual date could be sooner or later, depending on many things.
- I was quoted in a story WXXI News did on the opioid crisis on April 10:  
<http://wxxinews.org/post/carrying-narcan-community-call-action>.
- I received notification from Annie Chwiecko from Senator Patrick Gallivan's office that we will once again be receiving \$5,000 in bullet aid to support technology for our library. The Senator's ongoing support has been such a benefit to our organization!
- Speaking of Senator Gallivan, we're getting ready to launch the internal laptop lending program we developed from the aid he gave us this past NYS budget year. Assistant Director Alicia Reinhardt has led this initiative.
- The Children's Department had a busy and successful month, with 55 storytimes in the library and at local childcare centers. We have also hosted ten additional programs. Our Saturday morning Preschool Makebelieve program had over 100 attendees this month and gathered a lot of positive feedback. We also hosted a successful Family Fort Building program on a Friday evening this month. Over 50 people attended. Many attendees were excited about the timing of the event (after work, so that the whole family could attend) and the fort-building activity, which involved everyone in the family. This response shows that our community-wide programming survey helped us plan programs that the community wanted. This is a practice we should continue to follow.
- The library has a new and very enthusiastic volunteer, Robert Gibson. Rob volunteers for two hours on Mondays shelving in our adult fiction section accompanied by his equally enthusiastic job coach, Pam Ellis. Christine, Rob's mom, reports he is enjoying his job with us more than any position ever!

### Pop-Up Libraries

- April 5: Legacy Senior Center (Librarian Nancy Maxwell and Circulation Supervisor Terry Hill)
- April 21: Earth Day at Tinker (Library Clerk Katherine Cummings and Library Clerk Archana Prasad)
- April 27: Candy Bar Bingo at Rec Center (Teen Services Librarian Ellen Glenna and Library Clerk Tina Dobner)



### **Other Trainings and Events**

- April 13: Continuing Ed Class (Agenda included Cathy's presentation about our pop-up library and DIY (Discover It Yourself) collection; a review of lost and damaged items procedures; work on new library cards touchpoint.)

### **Selected Meetings, Trainings, and Events Attended**

- 4/4: Henrietta Chamber of Commerce Board Meeting
- 4/4: Meeting with Teen Services Librarian Ellen Glena
- 4/5: Town Department Heads Meeting
- 4/6: Public Library Administration Program Class
- 4/9: Communications Team Meeting
- 4/9: Meeting with Assistant Directors
- 4/9: Town Board Workshop Meeting
- 4/10: Bicentennial Committee Meeting
- 4/11: Town Board Meeting
- 4/13: Town Department Heads Meeting
- 4/13: Library Continuing Education Meeting
- 4/13: Staffing Planning Meeting
- 4/16: Communications Team Meeting
- 4/16: Meeting with Assistant Directors
- 4/16: Building Construction Kickoff Meeting
- 4/16: Staffing Planning Meeting
- 4/17: Finance Meeting for New Library
- 4/17: Town Wellness Committee Meeting
- 4/17: Meeting with Jennifer Cesare and Brigid Ryan
- 4/18: Staffing Planning Meeting with Jen Barth, Linda Salpini, and Doug Roesch
- 4/20: Program Team Meeting
- 4/23: Town Board Workshop Meeting
- 4/25: Friends and Foundation of the Henrietta Public Library Meeting
- 4/25: Town Board Meeting
- 4/27: Town Department Heads Meeting



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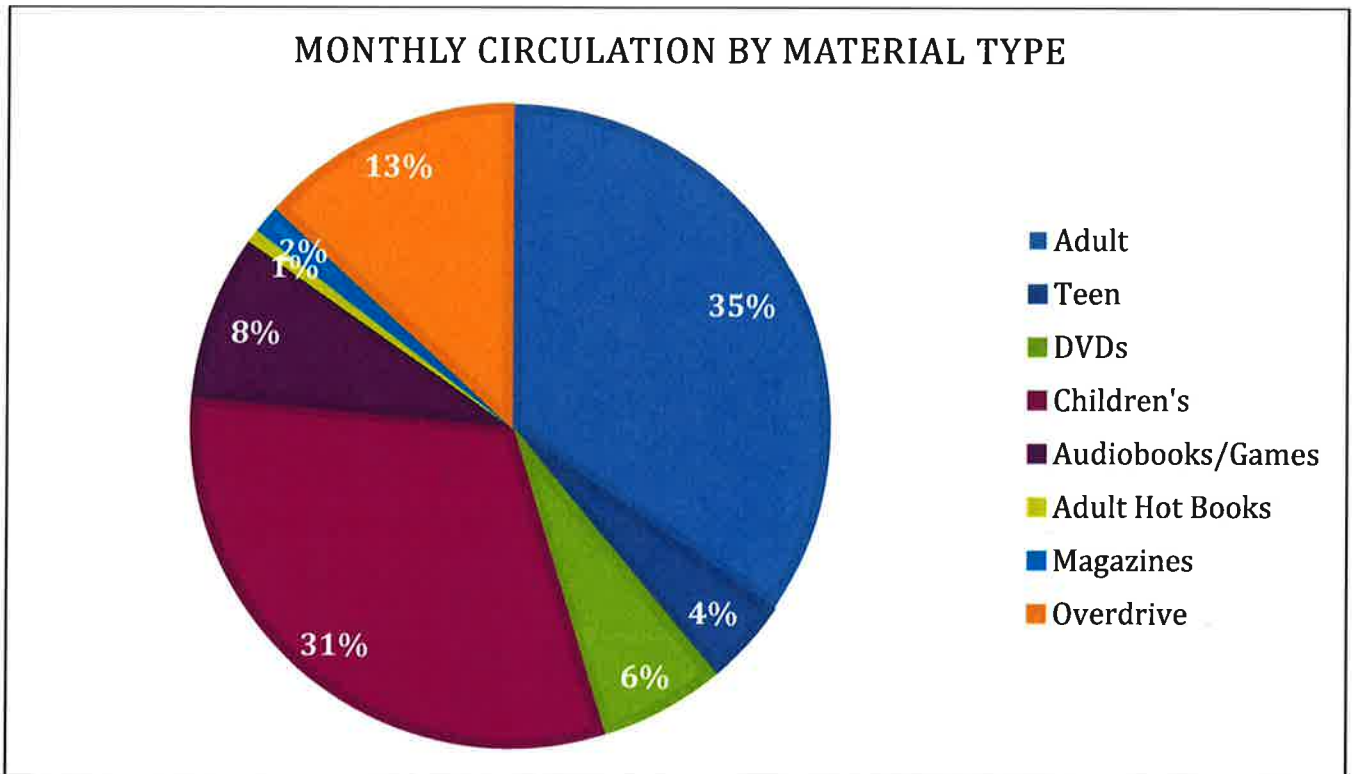
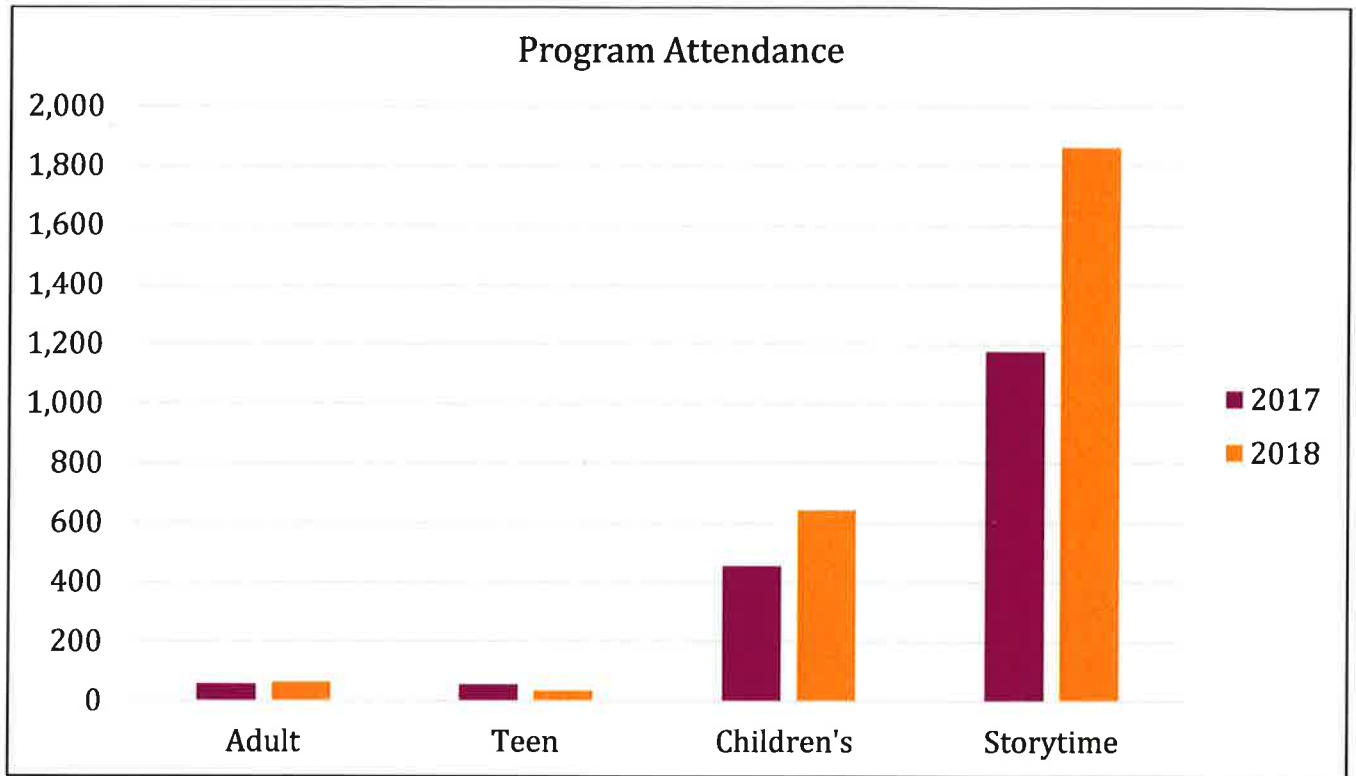
## May 2018 Library Statistics

Computer PC Usage – 1,645

2018 Volunteer Totals		
	# of Volunteers	# of Volunteer Hours
Teen	14	26
Adult	21	118
<b>Total</b>	<b>35</b>	<b>144</b>

May	2017	2018
Door Count	17,449	20,098
Total Circulation	32,541	30,564
New Library Card	109	82
Updated Library Card	234	170
Registered Borrowers	12,372	11,625
Residents with Library Cards	22,817	22,045







## 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