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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**BOARD OF TRUSTEES MEETING AGENDA
TUESDAY, MARCH 12, 2019
5:30 p.m.**

Public Comment

Approval of Minutes - February 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 Assistant Meg Stoffel, Guest
Pre-Read: Meg's Resume
2. Draft Memorandum of Understanding Between Henrietta Public Library and Friends and Foundation of the Henrietta Public Library
Pre-read: Draft Memorandum
Action: The FFHPL Board discussed and provided input at their last meeting which is incorporated into this draft. Our Board has the choice to make further changes, or, if everyone is satisfied with this draft, to pass a resolution authorizing our Board President to sign this agreement when the FFHPL Board authorizes their president to sign this agreement.
3. Draft Policy for Reservation and Use of Community Spaces
Pre-read: Draft Policy
Action: This is not ready to approve, but I am looking for points of discussion and feedback.
4. Adopt Town of Henrietta Procurement Policy
Pre-Read: Town of Henrietta Procurement Policy.
Action: Pass resolution adopting the Town of Henrietta Procurement Policy as the library's procurement policy. We would plan to review this every January.
5. Authorize Director to Pay Utilities Prior to Audit
Action: Pass a resolution adding Casella (recycling) to list of utilities Director may pay prior to audit.
6. Draft Computer and Internet Use Policy Update
Preread: Draft Policy



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- Action:** Pass a resolution adopting updates to policy.
7. Draft Policy for Display Cases, Bulletin Board Materials, and Distribution of Non-Library Materials
Pre-read: Draft Policy
Action: Pass a resolution adopting updated policy.
 8. 2020 Budget Considerations and Calendar
Action: Discuss considerations and calendar; make any necessary additions or amendments.
 9. Approve 2018 NYS Annual Report
Action: Approve 2018 NYS Annual Report

Public Comment

Future Agenda Items

Future Activities

Next Meeting - April 9, 2019 at 5:30pm

Adjourn



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

Excused: Tina Thompson

Guest: Megan Stoffel, Library Assistant and Mr. Gregory Brumfield, Henrietta Resident

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 February 12, 2019 be filed as submitted.

Correspondence
None

Director's Report
Library Director Adrienne Pettinelli's Report was reviewed.

Circulation continues to rise each month.

The Moving Summit Meeting for the new library was well attended and a very good meeting.

Inventory Items
Surplus

Motion: Laura Osterhout

To request that the Town Board declare the following inventory items as surplus:

#341 Safe-1 Door, Steel, 17x17x23, 1978

#3624 Scanner-Voyager Laser, 2003

#4511 Compaq Pro Small Form Factor B305, 2010

#4514 Compaq Pro Small Form Factor B305, 2010

#4861 Compaq Pro Small Form Factor B305, 2010

#4866 Compaq Pro Small Form Factor B305, 2010

#4875 Compaq Pro Small Form Factor B305, 2010

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#10136 EliteDesk 800 G1 Small Form Factor, 2015 (hard drive failed)

Seconded: Sharon McCullough
Motion carried

Transfer to Town Historian

Motion: David McNitt

To request that the Town Board transfer the following inventory items to the Town Historian's office.

#382 Map Cases, 1978

#383 Map Cases, 1978

#2106 3 Drawer Filing Cabinet, 1993

#8161 Open Wooden Shelves, 2011

#8162 Open Wooden Shelves, 2011

Seconded: Laura Osterhout

Motion carried

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

Brigid reported the Book Shoppe Book Sale is two weeks May 8-11 and May 14-18.

Finances

The Revenue/Expense Control Report was reviewed.

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #3 Claims 45-73 for a total of \$29,691.85.

Seconded: Sharon McCullough

Motion carried

The Revenue Report for the Town was reviewed.

Committee Reports

None

Unfinished Business

None



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New Business

Guest: Megan Stoffel, Library Assistant

The board introduced themselves. Megan did an internship at the Henrietta Library through a program from Rochester Regional Library Council. The library was so impressed with the work she did, she was asked to be a library assistant. In the fall of 2013 while studying at UB, she created and did a duct tape program for Ellen Glana, our Teen Librarian. Meg is a librarian having graduated in 2014. She had stayed home with her children until they became school age and is very happy to be starting her librarian career. Her children are very excited that she is working here. She volunteered at the Irondequoit Library. Meg works at the children's and adult reference desk and is constantly learning something new every day.

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

The board and director discussed the memorandum of understanding as part of the policy writing process. The board agreed to wait until next month before signing. Any feedback please let Adrienne know as soon as possible so the FFHPL will see this at their next meeting Wednesday, March 27, 2019.

Draft Policy for Reservation and Use of Community Spaces

The board and director discussed the policy for reservation and use of community spaces. Suggestions were made and this will be brought back to April's meeting.

Adopt Town of Henrietta Procurement Policy

Motion: David McNitt

To adopt the Town of Henrietta Procurement Policy.

Seconded: Doug Roesch

Motion carried

Authorize Director to Pay Utilities Prior to Audit

Motion: Laura Osterhout

To revise the February motion to authorize the Library Director to pay in advance, when required, the audit of claims for public utilities and services.

Second: Linda Szczesniak

Motion carried

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Draft Computer and Internet Use Policy Update

Motion: Doug Roesch

To approve the updated computer and internet use policy with the correction made.

Seconded: Brigid Ryan

Motion carried

Draft Policy for Display Cases, Bulletin Board Materials, and Distribution of non-Library Materials

Motion: Laura Osterhout

To approve the updated policy for display cases, bulletin board materials, and distribution of non-library materials.

Seconded: Sharon McCullough

Motion carried

2020 Budget Considerations and Calendar

The Director has begun working on the 2020 budget. She will have a complete draft by June 2019.

Approve 2018 NYS Annual Report

The board reviewed the annual report and made the correction to the board member's phone number.

Motion: Laura Osterhout

To approve the 2018 NYS annual report as presented by the Director with the correction made.

Seconded: Linda Szczesniak

Motion carried

The next meeting is Tuesday, April 9, 2019 at 5:30pm.

The meeting was adjourned by consensus at 6:50pm.

Respectfully submitted,



Linda Szczesniak, Secretary

Director's Report

March 2019

Issued March 5, 2019

Items of Note

- We've been busy these last few months experiencing *The Life-Changing Magic of Tidying Up* getting ready for our move. Organizing things, evaluating what needs to stay and what needs to go, and then finding the appropriate next home for items that need to go is time-consuming, and I've appreciated staff members' steady efforts to get this done.
- At their meeting on February 27, the Town Board passed a resolution to purchase the shelving for the new library, which we'll ideally have delivered and installed around the end of May. Our team here is now hard at work evaluating the furniture bids with the aim of passing a resolution to order furniture at the March 13 Town Board meeting.
- Children's Librarian Cathy Lathrop and Technology Librarian Hannah Ralston were quoted in this article in RIT's *Reporter*: <https://bit.ly/2UjzDGp>.
- Over the fall and into the winter, weather permitting, assistant director Alicia Reinhardt has been working with Town Historian Tina Thompson to move the bulk of the Local History collection over to Tinker and the Town Historian's office. Ultimately, the goal is to reunite the portion of the Town Historian's collection that has been residing at the library as the Local History collection. This will then create a cohesive collection in one place that the community will be able to access through the Town Historian. At this point, there is only a small portion left of the collection to move along with most of the Local History shelving and map case. (See Transfer to Town Historian.)
- We received a happy email from Karen Hahn at Crane Elementary after Technology Librarian Hannah Ralston and Librarian Assistant Laura Dingman did a pop-up library for them on a dark and stormy night: "Please pass along my gratitude to Laura and Hannah for coming out to our STEM Night last night! The students and their families loved pop-up library! The slime and the free books were definitely a perk the students really enjoyed! It was wonderful to have HPL as part of our evening, especially with the challenging weather conditions. Thank you and them again so much!"
- On Valentine's Day, we held our first afternoon event for adults in many years. It was a great success, with 11 very engaging participants making quilled cards under Circulation Supervisor Terry Hill's direction and creating origami books with Adult Events Coordinator Rosanne Rosella's help. The library die-cut machine was available for participants to cut to their hearts' content. Everyone said they would like more afternoon craft classes. It is definitely something to think about for the new library where we will have more space for classes and events.



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- I will be on vacation March 20-29. Assistant Directors Alicia Reinhardt and Jen Barth will be in charge in my absence.

Pop-Up Libraries

- February 7: Legacy at Erie Station (Circulation Supervisor Terry Hill and Audiovisual Librarian Nancy Maxwell)
- February 9: Valentine's Day Party at Henrietta Recreation Center (Adult Program Coordinator Rosanne Rosella, Library Clerks Teresa Mitrousis and Krishna Chakraborty, Children's Librarian Cathy Lathrop as TR Henri)
- February 13: STEM night at Crane Elementary School (Technology Librarian Hannah Ralston and Librarian Trainee Laura Dingman)

Surplus (To Approve)

- #341 Safe-1 Door, Steel, 17x17x23, 1978
- #3624 Scanner-Voyager Laser, 2003
- #4511 Compaq Pro Small Form Factor B305, 2010
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Transfer to Town Historian (To Approve)

- #382 Map Cases, 1978
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- #8161 Open Wooden Shelves, 2011
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Other Trainings and Events

- February 15: Staff Customer Service Meeting (Friends and Foundation of Henrietta Public Library update by FFHPL Director Brigid Ryan and FFHPL President Dick Swanson; new building update; moving team update; review of Adult, Teen, and Children classes and events until library move; reader's advisory update; instruction about Minerva Campbell Literary Contest for teens)
- February 25: Welcoming Diversity: An Introduction to Diversity, Inclusion, and Equity at Central Liberty (Assistant Director Alicia Reinhardt)



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Selected Meetings, Trainings, and Events Attended

- February 11: Furniture Vendor Review Meeting
- February 11: Town Board Workshop
- February 12: Presentation on New Building to Henrietta Rotary
- February 13: Henrietta Chamber of Commerce Board Meeting
- February 13: Town Board Meeting
- February 14: Town Department Heads Meeting
- February 15: Bon Voyage Party for Pudge
- February 18: Meeting with Assistant Directors
- February 19: Construction Meeting
- February 21: Town Department Heads Meeting
- February 21: Meeting with Harry Bronson
- February 25: Meeting with Assistant Directors
- February 25: Town Board Workshop
- February 26: Construction Meeting
- February 27: Henrietta Chamber of Commerce Executive Committee Meeting
- February 27: Friends and Foundation of the Henrietta Public Library Board Meeting
- February 27: Town Board Meeting
- February 28: Town Department Heads Meeting



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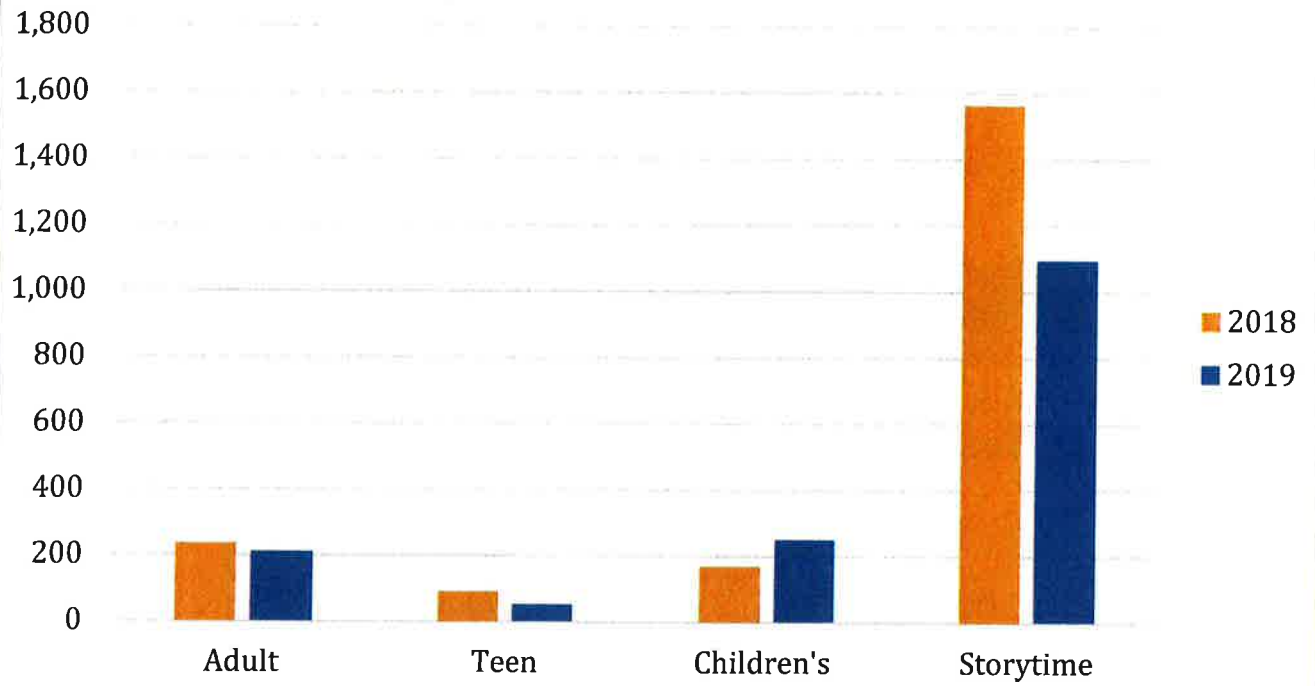
March 2019 Library Statistics

Computer PC Usage – 1,805

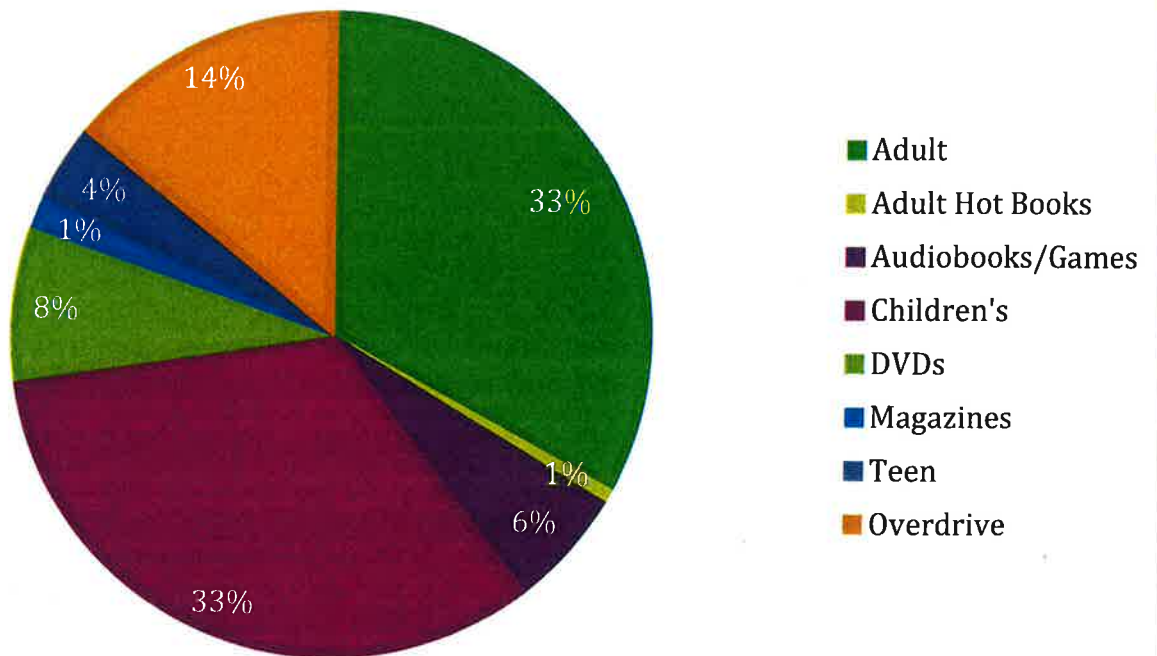
| Monthly Volunteer Totals | | |
|--------------------------|-----------------|----------------------|
| | # of Volunteers | # of Volunteer Hours |
| Teen | 17 | 30 |
| Adult | 26 | 115 |
| Total | 43 | 145 |

| March | 2018 | 2019 |
|------------------------------|--------|--------|
| Door Count | 21,146 | 20,887 |
| Total Circulation | 33,960 | 33,142 |
| New Library Card | 76 | 104 |
| Updated Library Card | 163 | 147 |
| Registered Borrowers | 11,810 | 11,221 |
| Residents with Library Cards | 21,886 | 21,597 |

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.