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Henrietta Public Library
625 Calkins Road
Rochester, NY 14623

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

Public Comment

Approval of Minutes - August 13, 2019

Correspondence

Director's Report

1. Accept \$3,299.00 from the Friends and Foundation of the Henrietta Public Library into the 2019 Budget allocated as follows:
 - \$2,120.00 into L.7410.4.480 Library..Children's Programs
 - \$ 600.00 into L.7410.4.411 Library..Supplies
 - \$ 500.00 into L.7410.4.478 Library..Books-Adult
 - \$ 79.00 into L.7410.4.479 Library..Adult Teen Programs

Friends and Foundation of the Henrietta Public Library

Finances

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

Committee Reports

Unfinished Business

1. Moving Storage of Board Microfilm

New Business

1. 2020 Budget
2. Review Weather Closing Procedure

Pre-read: Weather Closing Procedure Draft September 2019

Recommended Action: Consider recommended changes, make additional necessary changes, pass revision.

3. Review Opioid Overdose Prevention Program Policy

Pre-Read: Opioid Overdose Prevention Program Policy

Recommended Action: Mark reviewed with no changes.

Public Comment

Future Agenda Items

1. Appoint Minerva Campbell Literary Contest Committee



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Future Activities
Next Meeting - October 8, 2019 at 5:30pm
Adjourn



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Board of Trustees
Minutes of September 10, 2019
Page One

Present: David McNitt, Scott Adair, Town Board Liaison, Brigid Ryan, Linda Szczesniak, Tina Thompson, Doug Roesch, Laura Osterhout, Sharon McCullough, Adrienne Pettinelli, and Lynn Neill.
Guest: Richard Swanson, President of the Friends and Foundation of the Henrietta Public Library.

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

Public Comment

David McNitt shared an article from the New York Times Review on how do you raise a literature lover?

Approval of Minutes

President Laura Osterhout directed the minutes of August 13, 2019 be filed as submitted.

Correspondence

None

Director's Report

Adrienne Pettinelli distributed her Director's Report for review.
The statistics for June, July, and August were reviewed.

Accept Friends and Foundation of the Henrietta Public Library Donations into 2019 Library Budget

Motion: Tina Thompson

To accept the two donations from the FFHPL for \$2,120 and \$1,179.00 as listed:

\$2,120.00 L.7410.4.480 Library...Children's Programs

\$ 600.00 L.7410.4.411 Library..Supplies

500.00 L.7410.4.478 Library..Books-Adult

79.00 L.7410.4.479 Library..Teen Programs

\$1,179.00

Seconded: Doug Roesch

Motion carried

President Laura Osterhout made a motion to enter into executive session. Seconded by Sharon McCullough. Motion carried. Board entered Executive Session at 5:47pm with guests Adrienne Pettinelli, Richard Swanson, and Scott Adair.



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Board of Trustees
Minutes of September 10, 2019
Page Two

The Board discussed issues related to the Friends and Foundation of the Henrietta Public Library. No actions were taken during Executive Session. Laura Osterhout made a motion to exit Executive Session and return to the regular meeting; seconded by Doug Roesch. Motion passed. Board returned to the regular meeting at 6:43pm.

Friends and Foundation of the Henrietta Public Library Report

Brigid Ryan distributed the fall event flyer for feedback and gave an update of the committee's event planning. Brigid reported having received memorial donations from a woman in Avon.

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 #9 Claims 224-250 for a total amount of \$13,820.32.

Seconded: Tina Thompson

Motion carried

Committee Reports

None

Unfinished Business

Changing the storage location of Board Microfilm has been tabled to the October meeting.

New Business

2020 Budget Overview

Adrienne Pettinelli went over the 2020 Budget with the board.

Tina Thompson was excused at 7:03pm.

Motion: David McNitt

That the board approve this proposal of the 2020 Budget and submit it to the Town.

Seconded: Linda Szczesniak

Motion carried



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Board of Trustees
Minutes of September 10, 2019
Page Three

Weather Closing Procedure Draft

Motion: Laura Osterhout

To approve the Weather Closing Policy Procedure with the two additions added.

Seconded: Brigid Ryan

Motion carried

Opioid Overdose Prevention Program Policy

Reviewed with no changes made.

The next meeting is Tuesday, October 8, 2019 at 5:30pm.

The meeting was adjourned by consensus at 7:18pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Szczesniak".

Linda Szczesniak, Secretary



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Director's Report September 2019

Issued 9/10/2019

Items of Note

- We're still very busy handling our new business, working through punchlist items, and settling into the new building.

Pop-Up Libraries

- August 1: Legacy at Erie Station (Circulation Supervisor Terry Hill and Audiovisual Librarian Nancy Maxwell)
- August 10: Wild Tinker Event at Tinker Nature Park (Library Clerk Dee Lowell and Adult Programs Coordinator Rosanne Rosella)
- August 13: Night Out at Stonewood Village (Library Clerk Dee Lowell and Adult Programs Coordinator Rosanne Rosella)
- August 24: Back to School Wing Ding in the Amphitheater (Teen Librarian Ellen Glana and Technology Librarian Hannah Ralston)

Other Trainings and Events

- August 7: Identity and Intersectionality: Harness the Power of More Equitable Relationship at RRLC (Library Clerk Debbie Work)

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.