



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, May 11, 2016 5:00 p.m.

APPROVAL OF MINUTES - April 13, 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 Project Update

NEW BUSINESS

1. Guest-Matthew Hoople, Children's Library Clerk
2. Request for up to \$120 for Food for Building Advisory Committee Meeting
3. Amending Bylaws/Number of Board Members
4. Board Member for Budget Process
5. Board Evaluates Library Director
6. Review Community Room Use Policy
7. Review Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials
8. Publish Annual Report
9. Participation in Town of Henrietta Memorial Day Parade

FUTURE AGENDA ITEMS

1. Board President Presents Written Evaluation to Director
2. Review Computer and Internet use Policy

FUTURE ACTIVITIES

NEXT MEETING - June 8, 2016

ADJOURN



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees
Minutes of May 11, 2016
Page One**

Present: Janet Zinck, Tina Thompson, Tim Chapman, David McNitt, Brigid Ryan, Doug Roesch, Adrienne Furness, and Lynn Neill.
Guest: Matthew Hoople

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

The minutes of April 13, 2016 were approved as submitted.

Correspondence

A thank you note was received from Gary & Nancy Smith who recently moved to Tennessee. They thanked HPL for its years of service and resources.

Director's Report

Personnel changes

Motion: Tina Thompson

To approve the personnel changes as presented by the Director.

Seconded: Brigid Ryan

Motion carried

Finances

There were no changes on the PayPal account or the checking account.

Three of the Board's CDs that were maturing were renewed for 7 months and the other CD was cashed out and will be deposited into the Partnership Checking Account.

Payment of Library Bills

Motion: Tim Chapman

To approve Abstract #5, Claims 101 - 124 for a total of \$52,369.43.

Seconded: Doug Roesch

Motion carried

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

The Friends account as of April 4, 2016 has a balance of \$10,070.27. The Friends made \$2,159.13 at their Spring Book Sale.

Board of Trustees
Minutes of May 11, 2016
Page Two

Committee Reports
None

Unfinished Business

Foundation Update - The foundation committee met May 3, 2016. There will be one more meeting and that will end Phase Two. Brigid, David, & Adrienne met with attorneys to learn more about the paperwork required to establish a foundation. The board has agreed to become board members for the foundation. Brigid and David met with Oressa Brown, Treasurer of the Friends, to discuss the foundation. They are going to meet with the members of the Friends group concerning their 501(c)(3).

Building Project Update - Staff members met with the architect, consultant, and project manager to review a checklist of various components of the library. The goal is to have cost estimates available by the end of June.

New Business

Matthew Hoople, Children's Clerk started in September 2015. Matthew does the following:

- Designs the children's bulletin board
- Maintains the children's felt board
- Leads LEGO Club once a month
- Helps out with projects in the Children's Room or the library

Matthew is planning on going back to school to become a librarian.

Building Advisory Committee Meeting

Since the group will be meeting during the dinner hour on Thursday, May 12, the director asked the board to cover the cost of food for the committee.

Motion: Doug Roesch

To authorize the expenditure of up to \$120.00 for food for the Building Advisory Committee Meeting from the unrestricted portion of the Partnership checking account.

Seconded: Brigid Ryan

Motion carried

Amending Bylaws/Number of Board Members

Motion: Doug Roesch

To propose an amendment to the Bylaws of the Board of Trustees of the Henrietta Public Library that membership shall consist of five (5) to nine (9) members, each appointed for a period of five (5) years by the Town Board of Henrietta.



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees
Minutes of May 11, 2016
Page Three

Seconded: Brigid Ryan

Amend Doug's motion to the Bylaws

Motion: Tim Chapman

To amend the motion of D. Rasuch 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

Tim Chapman has agreed to be the board's representative for the library budget process.

David will email the Director's evaluation form to the board.

Reviewed the Community Room Use Policy with no changes made.

Reviewed the Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials with no changes made.

The Library's Annual Report will be put in the library section of the Supervisor's newsletter.

The Town's Memorial Day Parade is Sunday, May 22, 2016. The library will be handing out books again.

Joan Zdanecis retirement

Motion: Tina Thompson

That we authorize the purchase of books in the amount of \$75.00 from unrestricted Partnership Checking Account in honor of Joan Zdanecis' retirement.

Seconded: Doug Roesch

Motion carried



585.359 7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees
Minutes of May 11, 2016
Page Four**

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

Respectfully submitted,


Brigid Ryan
Secretary