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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, NOVEMBER 7, 2018
6:15 p.m.**

Public Comment

Approval of Minutes - October 2, 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

Committee Reports

Unfinished Business

New Business

1. Consider Petition to Reenter Library
Action: Approve request to reenter library.
2. Approve Budget Transfers
\$1,395 from .418 Contracted Services into .411 Supplies
\$2,100 from .418 Contracted Services into .480 Children's Books
\$1,900 from .418 Contracted Services into .478 Adult Books
3. Town of Henrietta Discrimination and Harassment Prevention Policy
Action: Sign Acknowledgement forms and hand them in to Lynn/Adrienne.
4. Appoint Minerva Campbell Literary Contest Committee
5. 2019 Holiday Schedule
Action: Approve proposed 2019 Holiday Schedule.
6. Meeting Day and Time for Trustee Meetings.

Public Comment

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
 - a. M&T account \$4,000



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- b. Amazon account \$6,000
- 4. Set Petty Cash Amount for Coming Year

Future Activities

Next Meeting - December 5, 2018

Adjourn



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**Board of Trustees
Minutes of November 7, 2018
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Present: Doug Roesch, Sharon McCullough, Linda Szczesniak, Brigid Ryan, David McNitt, Tina Thompson, Adrienne Pettinelli, and Lynn Neill

Excused: Laura Osterhout and Scott Adair

Guests: Christopher Wade Brown and Mr. Gregory Brumfield (Henrietta Residents)

The meeting was called to order at 6:25pm by Vice President David McNitt.

An additional item for discussion, Change in Meeting Day and Time for Trustees, was added to the Agenda's New Business.

Public Comment
None

Approval of Minutes
Vice President David McNitt directed the minutes of October 2, 2018 be filed noting the grammatical correction.

Correspondence
None

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

Personnel Items
Motion: Sharon McCullough
To approve the personnel items as listed in the November Director's Report.
Seconded: Tina Thompson
Motion carried

September and October statistics were reviewed.

Friends and Foundation of the Henrietta Public Library Report (FFHPL)
Brigid Ryan reported donations are still coming in. The Foundation Board is working on new procedures for the Book Shoppe. They are also working with Adrienne and the staff to do a common volunteer



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application. David McNitt asked if a general appeal would be done. The Foundation will be working on this in the new year.

The Shake, Rattle, and Roll in the Dough! Fundraiser is Sunday, November 18, 2018 at Lovin' Cup @ Point Place RIT. All proceeds are going to the Friends and Foundation of HPL to be used toward the new library.

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed. After some discussion that these figures don't always reflect what has happened during the month because of the time period, it was decided to not include the % of target numbers on future Revenue Reports.

Treasurer Doug Roesch reviewed the library bills.

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #11 Claims 237-268 for a total of \$21,213.23.

Seconded: Linda Szczesniak

Motion carried

The Friends Fall 2018 Book Sale made \$2,451.50.

Committee Reports

None

Unfinished Business

None

New Business

Consider Petition to Reenter Library

Mr. Christopher Wade Brown requested that his library privileges be reinstated. David McNitt Vice President explained to Christopher that as a library patron he is to follow the Library's Code of Conduct. Mr. Christopher Wade Brown responded that he would follow the Library's Code of Conduct upon his return to the library.

Motion: Doug Roesch

To approve Mr. Christopher Wade Brown's petition to reenter the library as a full user and patron.



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**Seconded: Brigid Ryan
Motion carried**

Approve Budget Transfers

Motion: Tina Thompson

To approve the November 7, 2018 transfers as recommended by Director Adrienne Furness:
\$1,395 from .418 Contracted Services into .411 Supplies
\$2,100 from .418 Contracted Services into .480 Children's Books
\$1,900 from .418 Contracted Services into .478 Adult Books

**Seconded: Linda Szczesniak
Motion carried**

Town of Henrietta Discrimination and Harassment Prevention Policy
The Board reviewed the policy and signed the acknowledgment form.

Appoint Minerva Campbell Literary Contest Committee

Tina Thompson and David McNitt will co-chair the 2019 Minerva Campbell Literary Contest Committee.

Draft 2019 Holiday Schedule

Motion: Brigid Ryan

To approve the 2019 Holiday Schedule as presented by Director Adrienne Furness.

**Seconded: Sharon McCullough
Motion carried**

Meeting Day and Time for Trustees

Board members discussed the possibility of changing the meeting day and time beginning January 2019 to the second Tuesday of the month at 5:30pm.

Public Comment

Mr. Christopher Wade Brown said he was glad he decided to attend this library board meeting.

Doug Roesch commented that our friends and supporters Senator Patrick Gallivan and Assemblymember Harry Bronson were reelected.



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The meeting was adjourned by consensus at 7:20pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Szczesniak". The signature is written in a cursive, flowing style.

Linda Szczesniak, Secretary



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Director's Report November 2018

Issued October 31, 2018

Items of Note

- The microfilm of the Library Board of Trustee minutes from 2013-2017 has arrived, and Treasurer Doug Roesch will be depositing a copy in the safe deposit box.
- We have joined Rochester Electric Vehicle Accelerator's Workplace Charging Challenge Pledge in anticipation of the EV charging stations that will be at the new library. Joining gets us training for our staff on how EVs work and also provides support for developing a staff policy around EV charging at work. (So, for instance, we may opt to put a limit on the amount of time staff can keep their vehicles at the charging station to ensure everyone who needs the charger can get at it.) I'm excited about participating in this for a lot of reasons, not least of which is that it's another step in ensuring our staff is prepared for all the changes in the new building.
- The children's department had an Apple Party with over 115 attendees. The best part was watching the kids who had never tried green or yellow apples, try them. The kids were surprised that green and yellow apples tasted like red apples! Alas, we could not get Lyla to try apple cider as that was too much of a jump for her 3 year old self to make! Despite Lyla's cider resistance, the program overall was a success and many, many apples were eaten!
- Children's Librarian Laura Lintz and Assistant Director Alicia Reinhardt presented two sessions at the RRLC Inclusive Libraries Conference with Irondequoit's Children's Librarian Matt Krueger on October 23. The sessions were entitled "Building a Radically Inclusive Library" and "Creating and Sustaining a Diverse and Inclusive Profession." Laura and Alicia also served on the conference's planning committee. Adult Programmer Rosanne Rosella and I were attendees at this conference.
- Assistant Director Alicia Reinhardt submitted a Harold Hacker Grant application to create a system-wide speaker series entitled "Unpacking Diversity, Intersectionality and Privilege." The grant has been selected to be fully funded, and is an exciting opportunity to bring in experienced speakers from our community to help library staff gain understanding and self-awareness of how they affect and are affected by these ideas. The sessions will take place at a variety of locations and will be scheduled throughout 2019. Alicia will be working with Irondequoit Public Library Children's Librarian Amy Holland to schedule all the speakers and the locations.
- Teen Services Librarian Ellen Glana and three members of the Teen Drama Club participated in the Halloween Event at Tinker Park on Saturday, October 20. The Drama Club created a haunted house for the teens to sit in and hand out candy at the event.
- Ellen helped plan and implement a Make a Difference Day event held on Saturday, October 27. This yearly event at Rush Henrietta High School gives local student groups a place to volunteer and do projects to help non-profit organizations in Henrietta.

- The Recreation Center handed out goodies to trick-or-treaters on Wednesday, October 31. Ellen was happy to help pass out donuts to the kids.
- The Children's Department hosted a unique and successful new event on October 24: the Halloween Costume Make and Take. More than sixty people attended the event, which offered free supplies and the sewing skills of five grandmothers to help create children's Halloween costumes. Attendees were thrilled with the results!

Pop-Up Libraries

- October 24: Town of Henrietta Wellness Fair at the Recreation Center (Adult Programs Coordinator Rosanne Rosella, Library Volunteer Eva Slynko, Librarian Nancy Maxwell)

Personnel Items (To Approve)

- Zara Fallis has moved from a Library Page PT 19 hours/week to Library Clerk PT 20 hours/week at a rate of \$11.00/hr effective 10/29/18.
- Matthew Hoople has moved from a Library Clerk PT 24 hours/week to Librarian Trainee 20 hours/week at a rate of \$16.00/hr effective 10/22/18.

Other Trainings and Events

- October 1: The Upside of Conflict workshop provided by Partners in Restorative Initiatives (Assistant Director Jen Barth)
- October 12: Staff Customer Service Meeting (Topics included: HPL Code of Conduct, Children's Card procedure, Children's Outreach procedure, shut-in and e-library cards, PC Reservations)
- October 22: Barrier Busting @ Your Library: Making It Work for Youth with Disabilities (Teen Services Librarian Ellen Glena)
- October 23: RRLC Inclusive Libraries Conference (Adult Events Coordinator Rosanne Rosella, Director Adrienne Pettinelli, Assistant Director Alicia Reinhardt, and Children's Librarian Laura Lintz)

Selected Meetings, Trainings, and Events Attended

- 10/1: Communications Team Meeting
- 10/1: Meeting with Assistant Directors
- 10/2: Construction Meeting
- 10/2: Meeting with Teen Librarian Ellen Glena
- 10/3: Monroe County Library System Director's Council
- 10/10: Fire Extinguisher Training
- 10/10: Town Board Meeting
- 10/11: Town Department Heads Meeting
- 10/11: FFHPL Meeting



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- 10/12: Staff Customer Service Meeting
- 10/12: Meeting with Volunteer VerKuilen Ager
- 10/12: Meeting with Assistant Director Alicia Reinhardt
- 10/12: Meeting at Construction Site
- 10/13: FFHPL Meeting
- 10/13: Henrietta Bicentennial Time Capsule Burial
- 10/15: Communications Team Meeting
- 10/15: Meeting with Assistant Directors
- 10/15: Meeting with JoAnn Vierthaler and Oressa Brown
- 10/16: Construction Meeting
- 10/16: Furniture Meeting for New Building
- 10/16: Meeting with Assistant Director Jen Barth
- 10/17: Town Department Heads Meeting
- 10/19: Programming Team Meeting
- 10/19: FFHPL Meeting
- 10/22: Communications Team Meeting
- 10/22: Meeting with Assistant Directors
- 10/22: Tour of New Library with Town Board, Library Board, and Town Department Heads
- 10/22: Town Board Workshop
- 10/23: RRLC Inclusive Libraries Conference
- 10/24: Town Wellness Fair
- 10/24: FFHPL Meeting
- 10/24: Town Board Meeting
- 10/25: Town Department Heads Meeting
- 10/26: Legislative Breakfast (hosted at library)
- 10/29: Communications Team Meeting
- 10/29: Meeting with Assistant Directors
- 10/29: Meeting with Grand Opening Team
- 10/30: Construction Meeting
- 10/30: Furniture Meeting for New Building
- 10/31: Monroe County Library System Directors Council Meeting at RPL



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2019 Holiday Schedule

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|------------------------|------------------------|------------------|
| Tuesday, January 1 | New Year's Day | Holiday |
| Monday, January 21 | Martin Luther King Day | Holiday |
| Saturday, May 25 | Memorial Day Saturday | Closed |
| Monday, May 27 | Memorial Day | Holiday |
| Thursday, July 4 | Independence Day | Holiday |
| Saturday, August 31 | Labor Day Saturday | Closed |
| Monday, September 2 | Labor Day | Holiday |
| Wednesday, November 27 | Thanksgiving Eve | Close at 5:00 pm |
| Thursday, November 28 | Thanksgiving | Holiday |
| Friday, November 29 | Day after Thanksgiving | Holiday |
| Tuesday, December 24 | Christmas Eve | Holiday |
| Wednesday, December 25 | Christmas | Holiday |
| Tuesday, December 31 | New Year's Eve | Close at 5:00 pm |

DRAFT

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.