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Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

**BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, JUNE 11, 2019  
5:30 p.m.**

**Public Comment**

**Approval of Minutes - May 14, 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. 2020 Budget Process Update
2. Draft Safe Child Policy  
Pre-Read: Draft Safe Child Policy
3. Accept Friends and Foundation of the Henrietta Public Library Donation into 2019 Library Budget

**Public Comment**

**Future Agenda Items**

**Future Activities**

**Next Meeting - July 9, 2019 at 5:30pm**

**Adjourn**

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Present: Linda Szczesniak, Tina Thompson, Scott Adair, Brigid Ryan, Sharon McCullough, Laura Osterhout, Doug Roesch, Adrienne Pettinelli, David McNitt and Lynn Neill  
Guests: Mr. Gregory Brumfield, Henrietta Resident, Linda Salpini, Town Finance Officer, and Paul Ryan 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 May 14, 2019 be filed as submitted.

**Correspondence**  
None

**Director's Report**  
The library will be closing on Thursday, June 27, 2019 at 5pm. The grand opening is Saturday, July 20, 2019.

The July 9, 2019 Board Meeting will be at the Roberts Cabin in the Veteran's Memorial Park since the new library will not be opened yet. The meeting time is still 5:30pm.

**Surplus Item**  
Motion: Laura Osterhout  
To approve inventory item #8054 as listed in the June Director's Report as surplus.  
Seconded: Brigid Ryan  
Motion carried

**Personnel Items**  
Motion: Tina Thompson  
To approve the personnel items as listed in the June Director's Report.  
Seconded: Linda Szczesniak  
Motion carried

David McNitt asked for an updated personnel list.

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

- Brigid reported currently in the Book Shoppe, they are having a bag sale to move inventory. For \$1.00 you can fill a bag, if you don't fill a bag you can do BOGO (buy one get one free).
- The Friends and Foundation have suspended the acceptance of donations until after the move.
- The fall event fundraiser committee meets the first time Wednesday, June 12, 2019. This event will be Saturday, November 9, 2019.
- Linda Szczesniak asked the library board if someone would be willing to take her place as the library board liaison to the FFHPL. She has served her one-year term.

**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 #6 Claims 128-155 for a total of \$214,679.91.

Seconded: Tina Thompson

Motion carried

**Committee Reports**

All the Minerva Campbell award ceremonies have been held. Picture taking session will be at the library Wednesday, June 12, 2019 at 7pm. There were 21 entries, which is down quite a bit. The judges are two former English teachers. Tina did try to contact the family of Minerva Campbell for the grand opening of the new library, but did not receive any information back.

**Unfinished Business**

None

**New Business**

**2020 Budget Process Update**

Director Adrienne Pettinelli reported that she has been working on the budget. Opening a new library will reveal costs that will impact the 2020 budget. She will have something for next month's meeting.



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Draft Safe Child Policy

The board reviewed the Draft Safe Child Policy.

Motion: Tina Thompson

To approve the Safe Child Policy with the changes made that were discussed.

Seconded: Doug Roesch

Motion carried

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

Motion: Brigid Ryan

To accept the donations from the FFHPL in total for \$1699.00 as listed:

\$600.00 L.7410.4.418 Library..Contracted services

\$620.00 L.7410.4.480 Library..Children's Programs

\$479.00 L.7410.4.484 Library..Adult Events & Classes

Seconded: Sharon McCullough

Motion carried

David McNitt reported for the large sum of \$15.00 he was able to capture 231 books at the recent HPL Friends Book Sale. He showed some of these books to the board with great pleasure. A few titles were *The Three Little Wolves and the Big Bad Pig*, *The Night Before Kindergarten*, *The Celery Stalks at Midnight*, *Will I Have a Friend in Kindergarten*, and *Are You My Mother?* David takes these books to the Jordan Health Center. The board enjoyed David's show and tell with much laughter.

The next meeting is Tuesday, July 9, 2019 at the Roberts Cabin in the Veteran's Memorial Park at 5:30pm.

The meeting was adjourned by consensus at 6:07pm.

Respectfully submitted,

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

Linda Szczesniak, Secretary



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## Director's Report

### June 2019

Issued 6/5/2019

#### Items of Note

- Our current tentative timeline for our closure and reopening:
  - June 10-28: New furniture and equipment being delivered and installed in new library
  - June 27: Last day our current library building is open
  - June 28: First day of loading book carts
  - July 2-10: Movers on site
  - July 15-19: We will be open for limited hours at some point this week to test and troubleshoot the library systems. We will not schedule these openings far ahead of time.
  - July 20: Grand Opening Celebration!
- Children's Librarian Laura Lintz, Assistant Director Alicia Reinhardt, and Assistant Director Jen Barth attended Game On: Honest Biz Talk for Women sponsored by the Greater Rochester Chamber of Commerce Women's Council. When Laura mentioned where she worked to the woman sitting next to her, she exclaimed, "I love the Henrietta Public Library! You do a great job with your social media!" She is a marketing professional who attended a presentation we gave two years ago that was sponsored by Causewave Communications. Not only did she remember us from the presentation, but she still uses the ideas we shared and follows us on social media!

#### Pop-Up Libraries

- May 2: Legacy at Erie Station (Circulation Supervisor Terry Hill and Audiovisual Librarian Nancy Maxwell)
- May 4: Scott's Donor Drive and Shawn's Heroes For Life at Henrietta Recreation Center (Adult Events Coordinator Rosanne Rosella and Assistant Director Jen Barth)
- May 11: Candy Bar Bingo at Recreation Center (Library Assistant Matthew Hoople and Library Page Stephanie Dudrak)
- May 14: District Wide International Fair at Good Shepherd School (Children's Librarian Cathy Scarnati and Adult Events Coordinator Rosanne Rosella)
- May 19: Town of Henrietta Memorial Day Parade (Teen Librarian Ellen Glenna, Adult Events Coordinator Rosanne Rosella, Circulation Supervisor Terry Hill, Library Assistant Meg Stoffel, Librarian Trainee Laura Dingman, Library Assistant Linda Dingman, Substitute Library Clerk Kathy Bartlett-Giuliano, Audiovisual Librarian Nancy Maxwell, Library Clerk Kristen Shepherd, Library Clerk Lynn Neill, Library Trustee Tina Thompson, 3 teens, and I)



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### Surplus (To Approve)

#8054 Compaq Pro Small Form Factor B305 Computer, 2010 (Damaged beyond repair)

### Personnel Items (To Approve)

- Laura Dingman was promoted to Library Assistant effective 4/15/19 at a rate of \$17.95.
- Matthew Hoople was promoted to Library Assistant effective 4/15/19 at a rate of \$17.95.
- Amy Lafleur was promoted to Library Assistant effective 5/13/19 at a rate of \$17.95.
- Vicki Rusinko was promoted to Library Assistant effective 5/27/19 at a rate of \$17.95
- Teresa Mitrousis has moved from a Substitute Library Clerk to Library Clerk PT 20 hours/week effective 5/28/19.

### Other Trainings and Events

- May 6: 2020 Census Update: What Libraries Can Do To Help at RRLC (Technology Librarian Hannah Ralston)
- May 10: Staff Customer Service Meeting (new building update, Team Up staff scheduling calendars, Grand Opening Day overview, summer schedules, moving team update, event planners update, procedure for Book Shoppe key, Memorial Day Parade plan)
- May 15: Delivering Inclusive Service for Transgender Patrons at RRLC (Circulation Supervisor Terry Hill, Teen Librarian Ellen Glena, Audiovisual Librarian Nancy Maxwell, Adult Events Coordinator Rosanne Rosella)
- May 15: GO! Game On: Honest Biz Talk for Women at Rochester Women's Council (Children's Librarian Laura Lintz, Assistant Director Alicia Reinhardt, Assistant Director Jen Barth)
- May 23: New Employee Orientation
- May 30: Reference Staff Meeting

## 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.