



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, JUNE 6, 2018
6:15 P.M.**

Public Comment

Approval of Minutes - May 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
- 4. Trustee Accounts

Committee Reports

Unfinished Business

- 1. Salary Ranges for 2019
Pre-reads: Monroe County Library System Budget Kit Personnel Spreadsheet, Where Our Salary Ranges Should Be In 2019 memo, Proposed Salary Ranges for 2019 memo
- 2. Plan to Transfer Rest of Donated Funds to Friends and Foundation of the Henrietta Public Library → put on July agenda
- 3. Code of Conduct Revision Update → July agenda

New Business

- 1. Board President Presents Written Evaluation to Director
- 2. Consider Adopting Personal Day Proposal for Staff Members Outside Maximum Salary Range
Pre-read: Memo
- 3. Consider Revision to Statement of Policy *table to September ↔*
Discussion: Is there anything we would like to add or revise in the Statement of Policy?
Pre-read: Statement of Policy
- 4. New York Library Association Membership (\$433)
Action: Pass a resolution to pay the invoice for NYLA membership.
- 5. Microfilming Material from Past Board Meetings (2013-2017)
Action: There are roughly 2,445 pages to be scanned. Biel's will charge approx. \$413.95 to microfilm and digitize; Iron Mountain will charge approx. \$1,000 to digitize only. Decide whether to pass a resolution to work with one of these companies or do further research on options.
- 6. 2019 Budget Process Update
- 7. Accept \$250.00 from the Summit Federal Credit Union into the .484 Line of the 2018 Budget



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Note: This will fund the Children's Department Nailed It! Cooking Competition this summer.

8. 2017 Public Annual Rept.
Public Comment

9. Letter to Civil Service Commission
10. MCLS Trustee Gathering

Future Agenda Items

Future Activities

Next Meeting - July 10, 2018

Adjourn



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees
Minutes of June 6, 2018
Page One

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

The meeting was called to order at 6:15pm by President Laura Osterhout.

Public Comment
None

The president directed that the minutes of May 2, 2018 be filed as submitted.

Correspondence

Adrienne received a letter from Senator Gallivan confirming the \$5000 he has obtained in support of the library. Adrienne distributed a thank you letter for the board to sign. This funding will go towards security cameras for the new library.

Director's Report

Adrienne has been taking staff members to the site to see how the construction of the new library is progressing. If any board member is interested let Adrienne know.

Surplus Items

Motion: Tina Thompson

To request that the Town Board declare the following inventory items as listed in the director's report as surplus:

#8058 HP Computer Small Form Factor 2010

#10162 HP Computer Small Form Factor 2016 (caused by power outage)

Seconded: David McNitt

Motion carried

Personnel Items

Motion: Doug Roesch

To approve the personnel items as listed in the May Director's Report.

Seconded: Brigid Ryan

Motion carried

Board of Trustees
Minutes of June 6, 2018
Page Two

Friends and Foundation of the Henrietta Public Library Report

Brigid reported that sponsorships are starting to come in and that commitments are now getting pinned down. The Friends are strategizing how things are going to appear for 2019 with the revenue generated from the upcoming gala.

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

Doug Roesch reviewed the library bills.

Payment of Library Bills

Motion: David McNitt

To approve Abstract #6 Claims 105-130 for a total of \$54,166.11.

Seconded: Tina Thompson

Motion carried

The Partnership Checking Account net unrestricted funds for 5/1/18 - 5/31/18 is \$9,094.10.

The PayPal checking account balance for 5/1/18 - 5/31/18 is \$810.00.

Adrienne answered David's question on Overdrive and our digital materials.

Committee Reports

Tina reported on the Minerva Campbell Literary Contest and thanked Ellen Glenna for her support.

Unfinished Business

Ideal Salary Ranges for 2019 were discussed by the board and is something that would be evaluated every year.

Motion: Tina Thompson

That the library board adopt the Ideal Salary Ranges for 2019 as proposed by the director.

Seconded: Brigid Ryan

Motion carried



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees
Minutes of June 6, 2018
Page Three

Plan to Transfer Rest of Donated funds to Friends and Foundation of the Henrietta Public Library

Doug will close out the PayPal Checking Account and the Partnership Checking Account bringing the balance amount to next month's meeting for transfer to the Friends and Foundation of the Henrietta Public Library. Brigid is working with the treasurer of the Friends and Foundation to have future donations go directly to the Foundation.

The New York Library Association and Library Trustees Association of New York State membership fees will be part of the 2019 library budget.

Code of Conduct Revision Update

The staff is still working on the Code of Conduct and discussion was tabled to July's Agenda.

New Business

Motion: Tina Thompson

To go into Executive Session at 6:50pm.

Seconded: Linda Szczesniak

Motion carried

During Executive Session, the Board discussed a salary increase recommendation for the library director for 2019. The Board took no action during Executive Session.

After the discussion, David McNitt made a motion to leave Executive Session, and Dough Roesch seconded the motion. The Board voted to leave Executive Session and re-enter the regular Board meeting.

At 7:10 re-entered the business meeting. Adrienne Furness, Lynn Neill, and Gregory Brumfield rejoined the meeting.

Board President Presents Written Evaluation to Director

Laura did share the written evaluation with the Director last week. The board is very supportive of the wonderful job Adrienne is doing; balancing the demands on her time, involving staff in decision making, and reviewing policies to remove barriers to encourage as many people as possible to use the library. Scott Adair Town Board Liaison commented that he had not previously been involved in this process. He appreciated being welcomed by the library board to participate in this evaluation process. He remarked that the deliberation on this evaluation has been very well done.

Board of Trustees
Minutes of June 6, 2018
Page Four

Motion: Tina Thompson

That the library board increase the director's salary for 2019 in the amount of \$5000.

Second: David McNitt

Motion carried

Consider Adopting Personal Day Proposal for Staff Members Outside Maximum Salary Range

Motion: David McNitt

Made the motion that the library board accept the recommendation of the Director for one extra day of leave, a personal day, to be used each year starting in January 2019 for staff members who are outside the maximum salary range for their position.

Seconded: Doug Roesch

Motion carried

Consider Revision to Statement of Policy

The board has decided to table discussion to the September Agenda.

New York Library Association Membership (\$433)

Motion: Doug Roesch

To authorize the treasurer to pay the board's NYLA Membership in the amount of \$433.00 from the unrestricted partnership checking account.

Seconded: Brigid Ryan

Motion carried

Adrienne will put this in the 2019 library budget.

Microfilming Material from Past Board Meetings (2013-2017)

Motion: Laura Osterhout

To approve hiring Biel's to digitize and microfilm the 2013-2017 past board meeting materials as presented.

Seconded: Doug Roesch

Motion carried

2019 Budget Process Update

Adrienne is working on the 2019 budget and will have information for the July meeting.



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees
Minutes of June 6, 2018
Page Five

Accept \$250 from the Summit Federal Credit Union and add the amount to Line.484 of the 2018 Budget
Motion: Doug Roesch
To accept \$250 from the Summit Federal Credit Union and add it to Line .484 Line of the 2018 Budget. This money will be used to fund the Children's Program 'Nailed It! Cooking Competition' this July.
Seconded Tina Thompson
Motion carried

Henrietta Public Library Annual Report 2017
The board approved by consensus the new format for the 2017 Henrietta Public Library Annual Report.

Civil Service
The board discussed how the hiring lists are being offered and how the exams are scored by Civil Service. It's hard to get good candidates with old lists. Adrienne and Tina will talk with Patti Uttaro about any assistance we can provide at this time.

MCLS Trustee Meeting
About 18 trustees from around the system attended the meeting in Penfield. Topics discussed were foundations, marketing, and director/board evaluations. They are hoping to do another meeting in August at Seymour Library in Brockport.

Public Comment
None

The meeting was adjourned by consensus at 8:10pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Szczesniak". The signature is enclosed in a thin yellow rectangular border.

Linda Szczesniak, Secretary



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Director's Report

June 2018

Issued 5/30/18

Items of Note

- At the site of the new library, you'll see the emergency stairwells and elevator shaft going up in anticipation of the steel arriving this month. The construction crew laid pipes for the plumbing under the building and is beginning some other work underground. The town has simultaneously been in the process of going out for the first \$5 million bond to support this work, and we're all working together on some grant and other potential funding options. It's an exciting time in our building process!
- Over the next month, we'll be doing a lot of hiring. We're looking for a one-year temporary librarian to take over Children's Librarian Annalise Ammer's position while she is away on sabbatical. We'll also be filling vacancies for a part-time Clerk, a substitute Clerk, and a couple Pages.
- The Friends arm of the Friends and Foundation of the Henrietta Public Library had a record-breaking used book sale, earning \$2,650 over the four-day sale in early May. Our Friends give over \$10,000 every year to support library programming, events, classes, and lectures.
- Children's Librarian Annalise Ammer participated in a webinar offered through NYLA called "Beyond Bilingual: Making Storytimes ELL-Friendly." She learned how to make storytime more accessible to the English language learning community, a community many storytime parents are a part of. Using what she learned in the webinar, Annalise incorporated a Chinese nursery rhyme in both her baby and all ages storytimes. She learned the rhyme online and received pronunciation help from one of our Chinese speaking storytime mothers. Several parents (English speaking and Chinese speaking) expressed how much they enjoyed the rhyme and appreciated the inclusion of other languages. Annalise is actively seeking out new rhymes and songs in other languages to add to her storytimes.
- The Youth Services and Adult Departments have worked together to plan another fun summer. We will be offering Summer Punch Cards for the second consecutive year. Whenever patrons check out books or attend programs, they will earn a punch on their cards. Nine punches earns patrons free books to keep. We've also scheduled a variety of events and classes to take place during seven different theme weeks. The Children's Department will be visiting all of the elementary schools in Henrietta and Rush in June to present the summer's activities to kids.
- Teen Services Librarian Ellen Glenna has become a member of the Henrietta Youth Board to help plan and implement special events for teens.
- Assistant Director Jen Barth met with six patrons for tech tutor training this month. One patron immigrated to the United States from Brazil over thirty years ago. She recently purchased a tablet and discovered Facebook. With the help of Jen and Library Assistant Laura Dingman, she is using technology to reconnect with family members and friends in Brazil and is so grateful the library provides this service.

Pop-Up Libraries

- May 3: Legacy Senior Center (Circulation Supervisor Terry Hill and Library Clerk Linda Dingman)
- May 11: Sherman Elementary School Multi-Cultural Night (Assistant Director Jen Barth and Children's Librarian Laura Lintz)
- May 20: Memorial Day Parade - There was a wonderful turnout of staff, library board members, and one TeenImpact member, who walked in the Town of Henrietta Memorial Day Parade. We handed out over 260 books and 200 bookmarks.
- May 20: Old Fashioned Family Picnic (Library Clerks Linda Dingman and Lynn Neill)

Surplus (To Approve)

- #8058 HP Computer Small Form Factor 2010
- #10162 HP Computer Small Form Factor 2016 (caused by power outage)

Personnel Items (To Approve)

- Andrew Spencer has resigned his position as a Library Page effective May 22, 2018
- Linda Dingman has been promoted to Library Assistant from Senior Library Clerk effective May 22, 2018
- Joyce Zeiner has resigned her position as a Library Clerk Sub effective May 23, 2018
- Kat (Katherine) Cummings will be resigning her position as a Library Clerk effective June 1, 2018

Other Trainings and Events

- Various dates in May: Many library staff attended the Work Place Violence, Back Safety, and Repetitive Motion Injury Prevention trainings provided by the town.
- May 3: Assistant Director Alicia Reinhardt and Children's Librarian Laura Lintz gave their *Social Justice in the Library* presentation to the Rochester Regional Library Council Board of Trustees. (This is the same presentation that they gave at our board meeting this past March.) The presentation was well received and sparked good conversation. As a result of giving this presentation in multiple venues, Alicia and Laura, along with their co-presenter Matt Krueger, have been asked to join the planning committee for RRLC's *Inclusive Libraries* conference, which will take place on October 23, 2018.
- May 10: A/V Librarian Nancy Maxwell and Children's Librarian Annalise Ammer attended training at RRLC where they learned how to optimize OverDrive Media Console searching and purchasing, as well as the ins and outs of the Libby App, built by OverDrive. Assistant Director Jen Barth presented at the training.
- May 16: A/V Librarian Nancy Maxwell, Circulation Supervisor Terry Hill, and Bookkeeper Rosanne Rosella attended Library Budgeting and Financing at RRLC. The all-day seminar discussed the basics of correct cash handling procedures and general information about finance. A lively discussion among different types of libraries made for an interesting day.
- May 17: Assistant Director Jen Barth and Children's Librarian Laura Lintz presented at the Northern New York Library Network's Annual Meeting in Saranac Lake, NY. The presentation focused on developing your library brand and creating a successful mascot.



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

- May 18: Customer Service Meeting (Touchpoint: Making children's card experience more fun and compassionate)
- May 19: Teen Services Librarian Ellen Glena, Assistant Director Jen Barth, Children's Librarian Laura Lintz, Library Assistant Laura Dingman, Clerk Amy LaFleur, and I volunteered at the 13th Annual Greater Rochester Teen Book Festival held at Nazareth College. The focus of the festival is on teens (grades 6-12) and they receive priority in all author sessions. I am so proud that we had such a strong HPL presence at this nationally-known event.
- June 1: I will be participating in a panel discussion on breaking down barriers in libraries and leading a breakout session at the New York Library Association's Public Library Section Conference in Canandaigua.

Selected Meetings, Trainings, and Events Attended

- 4/30: Shadowing at Irondequoit Public Library
- 5/1: Meeting with RIT/Building Planning Team re: Sprout Project
- 5/1: Meeting re: Bond for New Library
- 5/2: Henrietta Chamber of Commerce Board Meeting
- 5/2: Friends of the Henrietta Library Annual Meeting
- 5/3: Meeting re: New Building Finances
- 5/4: Public Library Administration Program Class
- 5/7: Meeting with Monroe County Library System Consultants
- 5/7: Communications Team Meeting
- 5/7: Meeting with Assistant Directors
- 5/7: Meeting with Children's Librarians and Assistant Director Jen Barth
- 5/7: Town Board Workshop
- 5/8: Henrietta Chamber of Commerce Community of Excellence Luncheon
- 5/8: Henrietta Bicentennial Committee Meeting
- 5/9: Meeting re: NYS Construction Aid Program
- 5/9: Town Board Meeting
- 5/10: Town Library Directors Council Meeting in Irondequoit PL
- 5/11: Town Staff Meeting
- 5/11: Meeting with Programming Team re: Youth Services
- 5/14: Communications Team Meeting
- 5/14: Meeting with Assistant Directors
- 5/15: Henrietta Wellness Team Meeting
- 5/15: Meeting re: Bond for New Library
- 5/15: Teen Book Festival Volunteer Training
- 5/16: Conference Call re: Bond for New Library
- 5/17: Town Workplace Violence and Ergonomics Training
- 5/18: Town Department Heads Meeting



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

- 5/18: HPL Customer Service Meeting
- 5/18: Events Team Meeting
- 5/19: Volunteering at the Teen Book Festival
- 5/20: Henrietta Memorial Day Parade
- 5/21: Communications Team Meeting
- 5/21: Meeting with Assistant Director Alicia Reinhardt
- 5/21: Town Board Workshop
- 5/22: Corporate Challenge (Town Team)
- 5/23: Friends and Foundation of the Henrietta Public Library Meeting
- 5/23: Town Board Meeting
- 5/24: Town Department Heads Meeting
- 5/24: Monroe County Library System Consultants Meeting at Chili PL
- 5/31: Public Library Administration Program Class
- 5/30: Communications Team Meeting
- 5/30: Meeting with Assistant Directors
- 5/30: Meeting with Teen Services Librarian Ellen Glona
- 6/1: New York Library Association Public Library Section Conference in Canandaigua



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

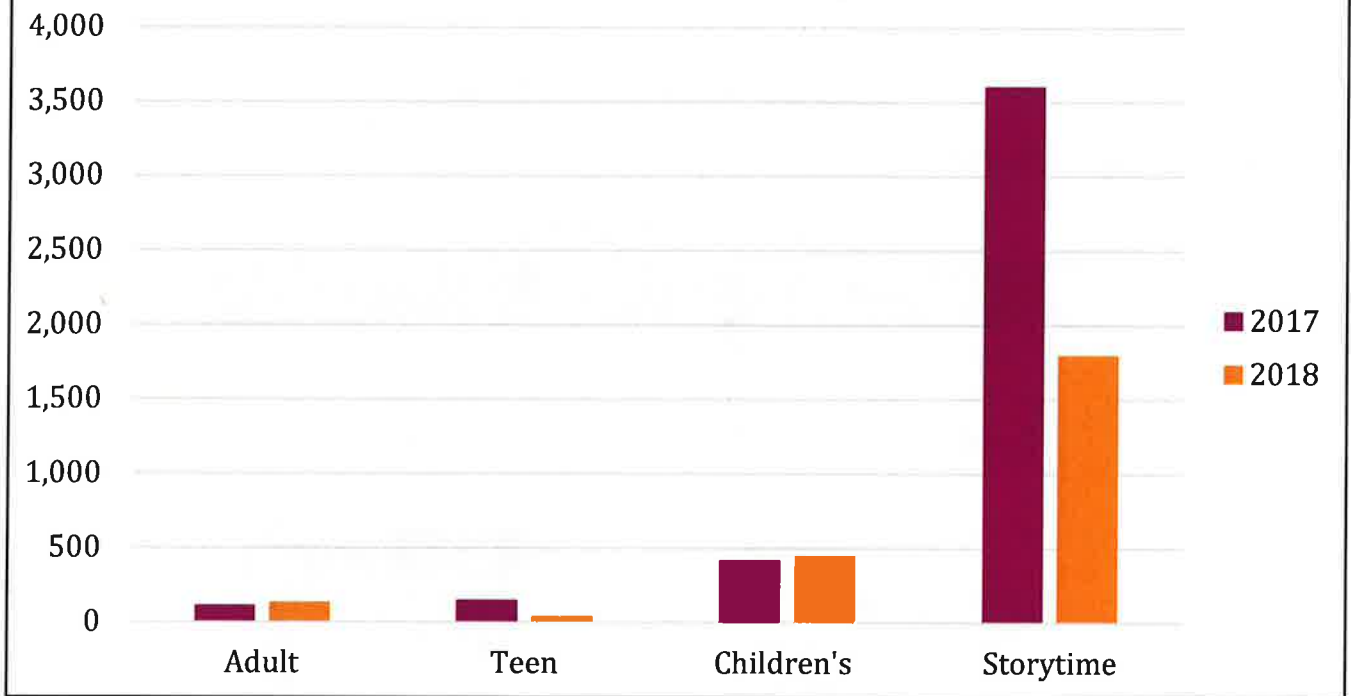
June 2018 Library Statistics

Computer PC Usage – 1,898

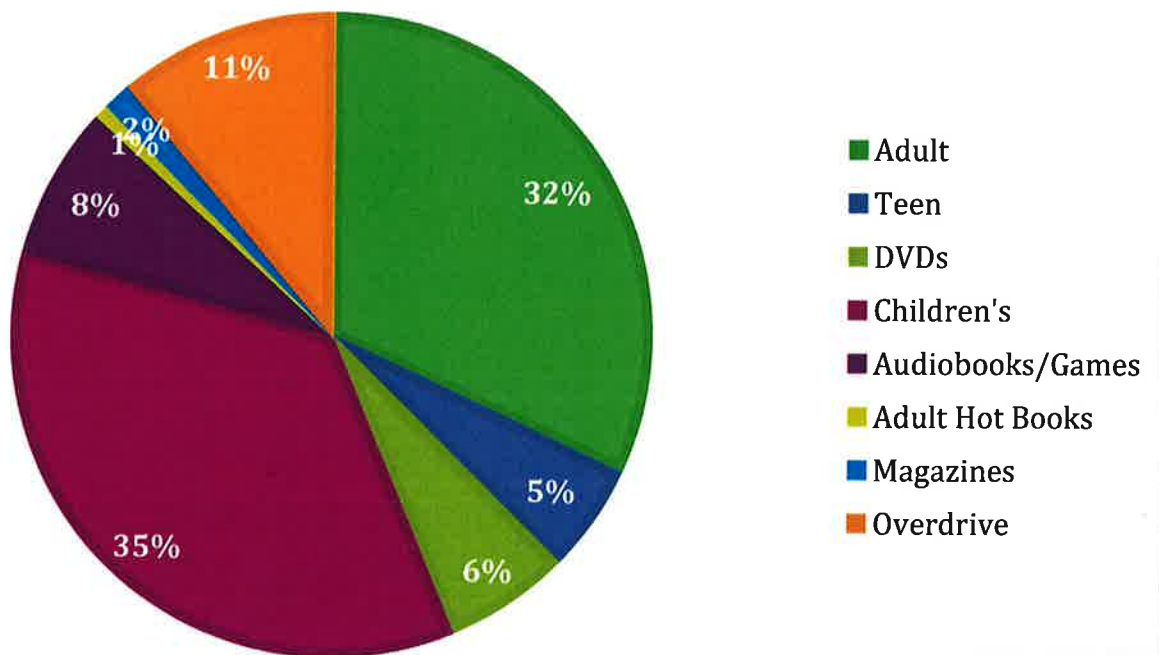
2018 Volunteer Totals		
	# of Volunteers	# of Volunteer Hours
Teen	14	26
Adult	23	51
Total	37	77

June	2017	2018
Door Count	18,462	21,986
Total Circulation	33,515	33,836
New Library Card	152	149
Updated Library Card	262	248
Registered Borrowers	12,311	11,557
Residents with Library Cards	22,935	22,195

Class and Event Attendance



MONTHLY CIRCULATION BY MATERIAL TYPE



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.