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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda
Tuesday, July 10, 2018
6:15 p.m.

Public Comment

Approval of Minutes - June 6, 2018

Correspondence

Director's Report

Friends and Foundation of the Henrietta Public Library

1. Appointment of a HPL Board Member to the FFHPL Board

Finances

1. Expense Control Report
2. Revenue Report
3. Payment Library Bills
4. Trustee Accounts

Committee Reports

Unfinished Business

New Business

1. 2019 Budget Proposal Update
 2. Consider Revision to Code of Conduct
- Action: Pass revised Code of Conduct.

Public Comment

Future Agenda Items

1. Board Approves 2019 Budget Proposal

Future Activities

Next Meeting - August 1, 2018

Adjourn

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Present: Linda Szczesniak, Jen Barth, Doug Roesch, Brigid Ryan, Laura Osterhout, Scott Adair, Sharon McCullough, and Lynn Neill

Excused: David McNitt, Tina Thompson and Adrienne Pettinelli

The meeting was called to order at 6:20pm by President Laura Osterhout.

Public Comment
None

The president directed that the minutes of June 6, 2018 be refiled after Tina's changes and submitted.

Correspondence
None

Director's Report

The Director's Report was reviewed.

A Narcan Training is scheduled to be here in September. If any of the board want to sign up let Adrienne know.

Personnel Items

Motion: Laura Osterhout

To approve the personnel items as recorded in the July Director's Report.

Seconded: Doug Roesch

Motion carried

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

Brigid reported that the Friends and Foundation is looking for representation from the library board to the Friends and Foundation board. This is a one-year renewable term. The meetings are currently the 4th Wednesday from 4:30pm - 5:30pm. The FFHPL are also looking to expand the board from 5 to 7 members.

Appointment of a HPL Board Member to the FFHPL Board

Linda Szczesniak has volunteered for this position.

Motion: Sharon McCullough

To appoint Linda Szczesniak as the library's board representative to the Friends and Foundation of the Henrietta Public Library Board.

Seconded: Brigid Ryan

Motion carried



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Friends and Foundation of the Rochester Public Library is gifting Anne Richard's (former HPL Librarian) donations to the Henrietta Public Library Foundation.

Dick Swanson's family designated gifts to the FFHPL in memory of his mother.

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: Linda Szczesniak

To approve Abstract #7 Claims 131-167 for a total of \$16,422.25.

Seconded: Laura Osterhout

Motion carried

The PayPal Account has been closed.

The Partnership Checking Account net unrestricted funds for 6/1/18 - 6/30/18 is \$8,661.10.

The PayPal checking account balance for 6/1/18 - 6/30/18 is \$810.00.

Committee Reports

None

Unfinished Business

None

New Business

2019 Budget Proposal Update

Jen reported on the 2019 Budget.



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Consider Revision to Code of Conduct

Motion: Brigid Ryan

To accept the changes of the Code of Conduct Policy as presented.

Seconded: Laura Osterhout

Motion carried

Public Comment

None

If the board would take a look at David McNitt's start to the revision of the Statement of Policy. This will be reviewed at a later time.

The meeting was adjourned by consensus at 6:45pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Szczesniak". The signature is written in a cursive style and is enclosed in a yellow rectangular box.

Linda Szczesniak, Secretary

Director's Report

July 2018

Issued July 5, 2018

Items of Note

- On Friday, September 7 at 10am, the Monroe County Department of Public Health will be coming in to do naloxone (the drug that reverses opioid overdose) training for the library staff. If any of you would like to attend this training, you are welcome. Please just let me know so I can get you on the registration list. I attended a training at the Department of Public Health (they offer them regularly) this past month, and it's excellent.
- Children's Librarians Annalise Ammer and Laura Lintz hosted the first ever Ukulele Storytime on June 26. Over 80 children and grownups attended. Annalise played the ukulele and Laura assisted with enthusiastic singing and dancing. Everyone had a great time and we look forward to having another Ukulele Storytime in the future!
- Summer at the Library is off to a rollicking start! The Children's Department hosted the annual Summer Kick-Off Party on Saturday, June 23, with more than 200 attendees, live music, delicious refreshments, face painting, and a lot of family fun! Summer's first week of events included some very well-attended successes, including the first-ever Baby Rave in Monroe County on Thursday, June 28. More than 150 babies, toddlers, preschoolers, and caregivers attended an epic morning that featured catchy dance beats, glow sticks, and a gigantic disco ball. It was obvious that the adults had as much fun as the kids!
- On June 27, Assistant Director Alicia Reinhardt attended a cultural competency workshop hosted by RociDEA Connection and led by Elisa DeJesus, a director at the Ibero American Action League, Inc.
- Teen Services Librarian Ellen Glena reports that the Teen Corner is "at the beach" this summer! The beach scene includes an inflatable pool with sand, sand toys, and two beach chairs for teen readers to relax with a book. The summer teen volunteers decorated the area and will be helping out at the library during July and August. Look for them in the decorated t-shirts they created to wear while volunteering. Happy Summer!!

Pop-Up Libraries

- June 7: Legacy Senior Center (Circulation Supervisor Terry Hill and Librarian Nancy Maxwell)
- June 9: Lawn Games of the 1800s at Tinker Nature Park Henrietta Bicentennial Event (Circulation Supervisor Terry Hill and Library Clerk Debbie Work)
- June 15: Community Asset Celebration at the Town Amphitheater (Teen Librarian Ellen Glena and Library Clerk Lynn Neill)
- June 16: Kicking Hunger 5K (Teen Librarian Ellen Glena, Assistant Director Jen Barth, Children's Librarian Cathy Lathrop, and Librarian Assistant Laura Dingman volunteered at this town event. Director Adrienne Pettinelli participated in the 5k race.)



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Personnel Items (To Approve)

- Denise Henderson has resigned her position as a Library Page effective June 14, 2018.
- Cathy Lathrop has been appointed Temporary Librarian I full-time effective July 9, 2018. (This is while Annalise Ammer, Children's Librarian, is on leave of absence for one year).
- Laura Dingman has been appointed Temporary Librarian Trainee full-time effective July 16, 2018. (This is while Cathy Lathrop fills in for Annalise Ammer's leave of absence.)

Other Trainings and Events

- June 1: Breaking Down Barriers - Pioneer Library System Spring training on discrimination (Bookkeeper and Adult Programming Coordinator Rosanne Rosella and Library Director Adrienne Pettinelli)
- June 21: Training on Chronology and Enumeration - MCLS training on linking items to place holds (Circulation Supervisor Terry Hill, Library Clerks Archana Prasad, Debbie Work, Amy Lafleur, Erin Denham, and Matthew Hoople)
- June 22: Checking Out Respect at RRLC - Interactive workshop designed to build positive communication skills (Bookkeeper and Adult Events Coordinator Rosanne Rosella)
- June 27: Naloxone Training through Monroe County Department of Public Health (Library Director Adrienne Pettinelli)
- June 28: Improv for Professionals Workshop through Women's Council (Library Director Adrienne Pettinelli)

Selected Meetings, Trainings, and Events Attended

- 6/6: Henrietta Chamber of Commerce Board Meeting
- 6/7: Town Department Heads Meeting
- 6/7: Rochester Regional Library Council Annual Luncheon
- 6/8: Skype Talk with Students in New York Library Association Leadership Program
- 6/8: Programming Meeting with Reference and Events Staff
- 6/8: Meeting with Brigid Ryan
- 6/9: Monroe County Library System Director Retreat
- 6/12: Bicentennial Committee Meeting
- 6/13: Town Board Meeting
- 6/14: Town Department Heads Meeting
- 6/21: Bicentennial Gala Committee Meeting
- 6/21: Town Department Heads Meeting
- 6/21: Henrietta Chamber of Commerce Lunch and Learn Event
- 6/21: Town Wellness Committee Meeting
- 6/22: Public Library Administration Program Class
- 6/25: Communications Team Meeting
- 6/25: Meeting with Assistant Directors



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- 6/25: Town Board Workshop
- 6/26: Construction Meeting
- 6/27: Naloxone Training with Monroe County Department of Public Health
- 6/27: Friends and Foundation of the Henrietta Public Library Meeting
- 6/27: Town Board Meeting
- 6/28: Town Department Heads Meeting
- 6/28: Improv for Professionals Workshop through the Women's Council
- 6/28: Meeting with Ellen Glens, Teen Services Librarian
- 7/2: Communications Team Meeting
- 7/2: Meeting with Assistant Directors
- 7/3: Bicentennial Gala Committee Meeting
- 7/5: Town Department Heads Meeting



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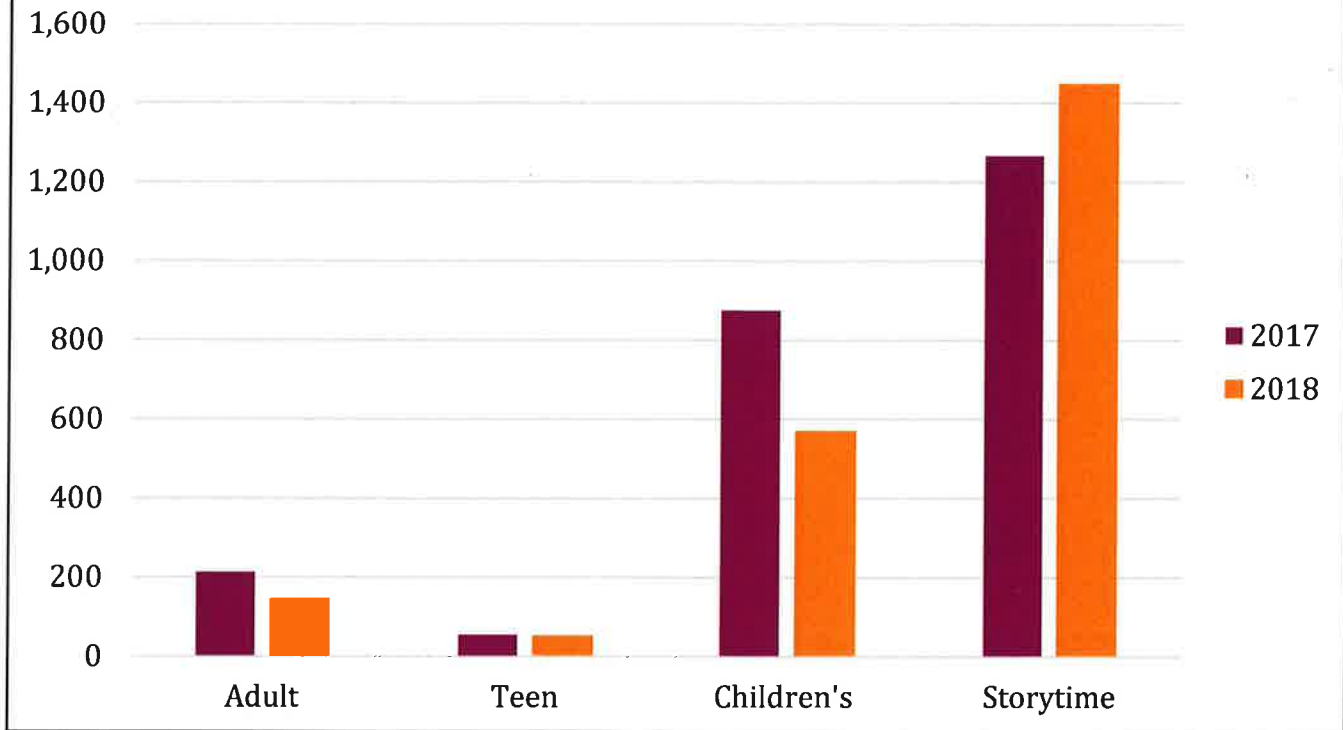
July 2018 Library Statistics

Computer PC Usage – 2,063

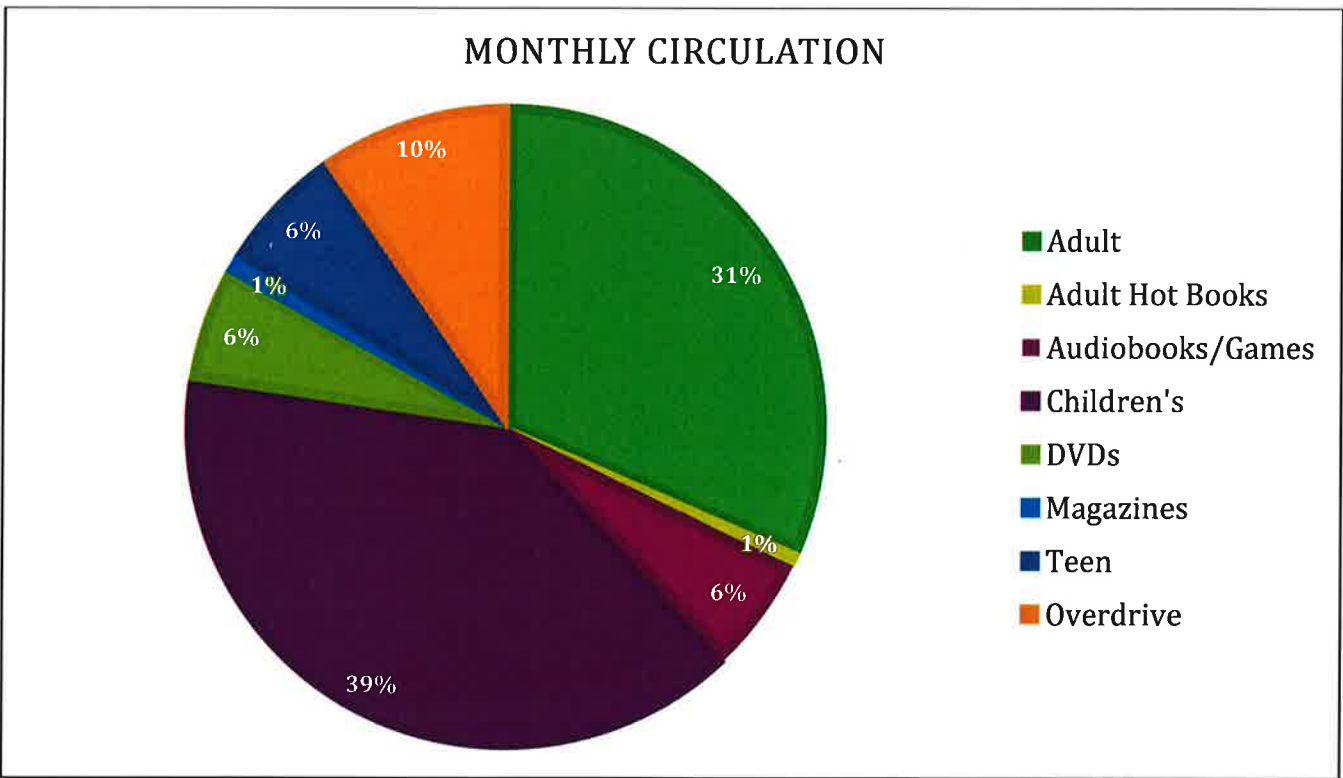
2018 Volunteer Totals		
	# of Volunteers	# of Volunteer Hours
Teen	12	75
Adult	21	87.25
Total	33	162.25

July	2017	2018
Door Count	19,179	25,549
Total Circulation	38,306	39,574
New Library Card	113	163
Updated Library Card	284	296
Registered Borrowers	12,208	11,442
Residents with Library Cards	22,924	22,337

Class and Event Attendance



MONTHLY CIRCULATION



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.