



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Tuesday, February 12, 2019 5:30 p.m.

Public Comment

Approval of Minutes - January 8, 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

1. Bylaws of the Board of Trustees
Pre-read: Bylaws of the Board of Trustees Draft January 2019
Action: Approve revised bylaws. We discussed the proposed revisions last month, but to change our bylaws, we have to discuss the revisions one month and approve them the next.
2. Consider Adopting Electric Vehicle Workplace Charging Policy
Pre-read: Electric Vehicle Workplace Charging Policy Draft February 2019
Action: Adopt Electric Vehicle Workplace Charging Policy.

New Business

1. Guest: Hannah Ralston, Technology Librarian
Pre-read: Hannah Ralston resume
2. Discussion Questions for Draft Policy for Reservation and Use of Community Spaces
Pre-read: Policy for Reservation and Use of Community Spaces Points of Discussion, Strategy Map and Philosophical and Legal Considerations
Action: Discuss any strong feelings the Board might have about central questions in the Community Spaces policy.
3. Authorize Library Director to Pay Utility Invoices Prior to Audit
Pre-Read: Manual Check Policy TOH
Action: Pass a resolution to authorize Director to pay utility invoices including RGE, Frontier Communications, Monroe Water Authority, and other utilities prior to audit. This is necessary because we receive invoices shortly before their due date and our Library Board only meets once a month.



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

4. Authorize Library Director to Pay Bond-Related Invoices Prior to Audit

Pre-Read: Library Bond Payment, Manual Check Policy TOH

Action: Pass a resolution to authorize Director to pay bond-related expenses from Moody's Investors, Timothy Gill bond counsel, and bond consultant prior to audit. This is necessary because we need to receive invoices shortly before their due date and our Library Board only meets once a month.

Public Comment

Future Agenda Items

1. 2020 Budget Considerations and Calendar
2. Draft Policy for Reservation and Use of Community Spaces
3. Draft Personnel Manual
4. Approve 2018 NYS Annual Report
5. Draft Memorandum of Understanding Between HPL and FFHPL

Future Activities

Next Meeting - March 12, 2019 at 5:30pm

Adjourn



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees
Minutes of February 12, 2019
Page One

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

Guest: Hannah Ralston, Technology Librarian

The meeting was called to order at 5:30pm by President Laura Osterhout.

Public Comment
None

Approval of Minutes
President Laura Osterhout directed the minutes of January 8, 2019 be filed as submitted.

Correspondence
None

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

The January 31, 2019 New Library Update Informational Session was very well attended.

Personnel Items
Motion: Laura Osterhout
To approve the personnel items as listed in the February Director's Report.
Seconded: Tina Thompson
Motion carried

Inventory Items
Motion: Tina Thompson
To request that the Town Board declare the following inventory items as surplus:
#4520 Compaq Pro Small Form Factor B305 Computer, 2010
#4864 Compaq Pro Small Form Factor B305 Computer, 2010
#4865 Compaq Pro Small Form Factor B305 Computer, 2010
#4870 Compaq Pro Small Form Factor B305 Computer, 2010
#4873 Compaq Pro Small Form Factor B305 Computer, 2010
#4890 Compaq Pro Small Form Factor B305 Computer, 2010



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees
Minutes of February 12, 2019
Page Two

#8056 Compaq Pro Small Form Factor B305 Computer, 2010
#3886 Sign-Neon, 2006
Seconded: David McNitt
Motion carried

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

Brigid reported the Book Shoppe is now open. In moving forward a spring appeal letter will be going out. Another project being worked on is Adopt-An-Author Program Fundraiser.

Finances

The Revenue/Expense Control Report was reviewed.

Payment of Library Bills

Motion: Doug Roesch
To approve Abstract #2 Claims 13-44 for a total of \$36,391.55.
Seconded: Tina Thompson
Motion carried

The Revenue Report for the Town was reviewed.

Committee Reports

None

Unfinished Business

Bylaws of the Board of Trustees

Motion: Sharon McCullough
To approve the revisions made to the Bylaws of the Board of Trustees.
Seconded: Brigid Ryan
Motion carried

Consider Adopting Electric Vehicle Workplace Charging Policy

Motion: Tina Thompson
To adopt the Electric Vehicle Workplace Charging Policy.
Seconded: Doug Roesch
Motion carried

Board of Trustees
Minutes of February 12, 2019
Page Three

New Business

Guest: Hannah Ralston, Technology Librarian

The board introduced themselves to Hannah. Before becoming a librarian, Hannah did technology while working at the Apple Genius Bar. There she did tech support for hardware and software issues and teaching. Some of her other interests are writing, ecology, and natural sciences. On the lighter side she prefers tea over coffee and Star Wars over Star Trek. Hannah went to RIT and is familiar with living in the Henrietta Community and is very glad to be back in the area.

Policy for Reservation and Use of Community Spaces Points of Discussion, Strategy Map and Philosophical and Legal Considerations

The board and director discussed the community spaces and their use in the new library as part of the policy writing process.

Authorize Library Director to Pay Bond-Related Invoices Prior to Audit

Motion: Tina Thompson

Authorize the Library Director to pay bond-related invoices prior to the audit.

Seconded: Sharon McCullough

Motion carried

Authorize Library Director to Pay Utility Invoices Prior to Audit

Motion: Linda Szczesniak

Authorize the Library Director to pay in advance, when required, the audit of claims for public utility services Frontier Communications, Monroe County Water Authority, and Rochester Gas and Electric.

Seconded: Doug Roesch

Motion carried

The next meeting is Tuesday, March 12, 2019 at 5:30pm.

The meeting was adjourned by consensus at 6:40pm.

Respectfully submitted,



Linda Szczesniak, Secretary

Director's Report

February 2019

Issued 2/4/2019

Items of Note:

- On January 30, we had almost 60 people attend our New Building Update meeting. Attendees seemed excited about the new library and asked thoughtful questions. You can find a recording of the Facebook Live feed on the library's Facebook page, and you can view the presentation slides here: <https://bit.ly/2MJ5vB6>.
- Over the last month, we've been putting in a lot of time working out details of the technology and furniture plans for the new library. Many staff members have been involved in these processes, and this work will be ongoing over the next several months.
- Assistant Directors Jen Barth and Alicia Reinhardt have put together and are coordinating a moving team that will plan out and execute our move to the new library. Good planning will mean a sane and organized move, and I'm so grateful to everyone on the team for taking on this work.
- On January 9, I was a guest on Connections with Evan Dawson on WXXI radio to talk about the Harry Potter series. You can find a recording of the episode here: <https://bit.ly/2UFE3qB>.
- The Friends and Foundation of the Henrietta Public Library Book Shoppe reopened on January 12.
- Children's Librarian Cathy Scarnati Lathrop received an email from a mother thanking her for recommending *The Miraculous Journey of Edward Tulane* to her son, a book that had a powerful impact on him. The mother quoted the son's comment after finishing the book: "Everything ends with death. But love with all your heart when you have it. But when it ends, don't be sad because you still loved it." They are looking forward to Cathy's next recommendation.
- The Children's Room Picture Book reorganization project is entering its next phase. Nearly all of the books have been categorized. Now the staff is planning to divide the layout of the room to reflect these categories. Next, the staff is tackling the non-fiction collection and separating out specific non-fiction books that are geared to children under the age of five. Hopefully, these actions will make the children's collection more accessible for everyone!
- Teen Librarian Ellen Glenna is excited to be mentoring a new Teen Librarian who works at Central. Some of the topics they will discuss during their mentoring meetings include collection development, teen programming, and ways to network with other Teen Service staff throughout Monroe County. Both mentor and mentee benefit from this worthwhile program.

Pop-Up Libraries

- January 3: Legacy at Erie Station (Circulation Supervisor Terry Hill and Librarian Assistant Linda Dingman)



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

- January 16: Tech Night at Fyle Elementary School (Children's Librarian Laura Lintz and Librarian Trainee Laura Dingman)
- January 26: Winter Carnival at Recreation Center (Programmer Rosanne Rosella and Children's Librarian Cathy Lathrop).

Personnel Items (To Approve)

- Hannah Ralston has joined our staff as Technology Librarian I effective 1/7/19 at a rate of \$23.08.
- Megan Stoffel has joined our staff as Library Assistant Provisional effective 1/7/19 at a rate \$17.95.

Surplus (To Approve)

- #4520 Compaq Pro Small Form Factor B305 Computer, 2010
- #4864 Compaq Pro Small Form Factor B305 Computer, 2010
- #4865 Compaq Pro Small Form Factor B305 Computer, 2010
- #4870 Compaq Pro Small Form Factor B305 Computer, 2010
- #4873 Compaq Pro Small Form Factor B305 Computer, 2010
- #4890 Compaq Pro Small Form Factor B305 Computer, 2010
- #8056 Compaq Pro Small Form Factor B305 Computer, 2010
- #3886 Sign-Neon, 2006

Other Trainings and Events

- January 8: Health Literacy Begins at Your Library (Rosanne Rosella, Adult Programs Coordinator)
- January 18: Staff Customer Service Meeting (library moving plan update from Move Coordinators Jen Barth and Alicia Reinhardt, Assistant Directors; review procedure for discharging items with lost parts; touchpoint exercise to recommend ideal customer experience for paying fines)
- January 18: Knowing Our Why, Owning Our Impact (Laura Dingman, Cathy Scarnati Lathrop, Laura Lintz, Alicia Reinhardt, Jen Barth, Ellen Glena, Erin Denham, Rosanne Rosella, Krishna Chakraborty, Megan Stoffel, Vicki Rusinko)

Selected Meetings, Trainings, and Events Attended

- 1/7: Meeting with Assistant Directors
- 1/7: Town Board Workshop
- 1/8: Construction Meeting
- 1/9: Appeared on Connections with Evan Dawson (WXXI Radio)
- 1/9: Town Board Meeting
- 1/10: Meeting with Kevin LaBarr from Fusion Digital
- 1/11: Meeting with Adam Harding from Serving the Roc
- 1/12: FFHPL Book Shoppe Volunteer Orientation Session



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

- 1/14: Meeting with Assistant Directors
- 1/14: Communications Team Meeting
- 1/14: Grand Opening Committee Meeting
- 1/15: Construction Meeting
- 1/15: Meeting with Linda Dingman and Peter Szczesniak re: Financial Procedures for HPL/FFHPL
- 1/16: Henrietta Chamber of Commerce Board Meeting
- 1/23: FFHPL Meeting
- 1/23: Town Board Meeting
- 1/24: Monroe County Library System Directors Retreat
- 1/25: Furniture Meeting for New Library
- 1/28: Meeting with Assistant Directors
- 1/29: Construction Meeting
- 1/29: Henrietta State of the Town Address
- 1/31: Town Department Heads Meeting
- 1/31: Furniture Meeting for New Library
- 1/31: New Library Update Public Meeting
- 2/5: Construction Meeting
- 2/5: Meeting re: Tech for New Building
- 2/6: Directors Council Meeting



585.359.7092
 hplinfo@libraryweb.org

Henrietta Public Library
 455 Calkins Road
 Rochester, NY 14623

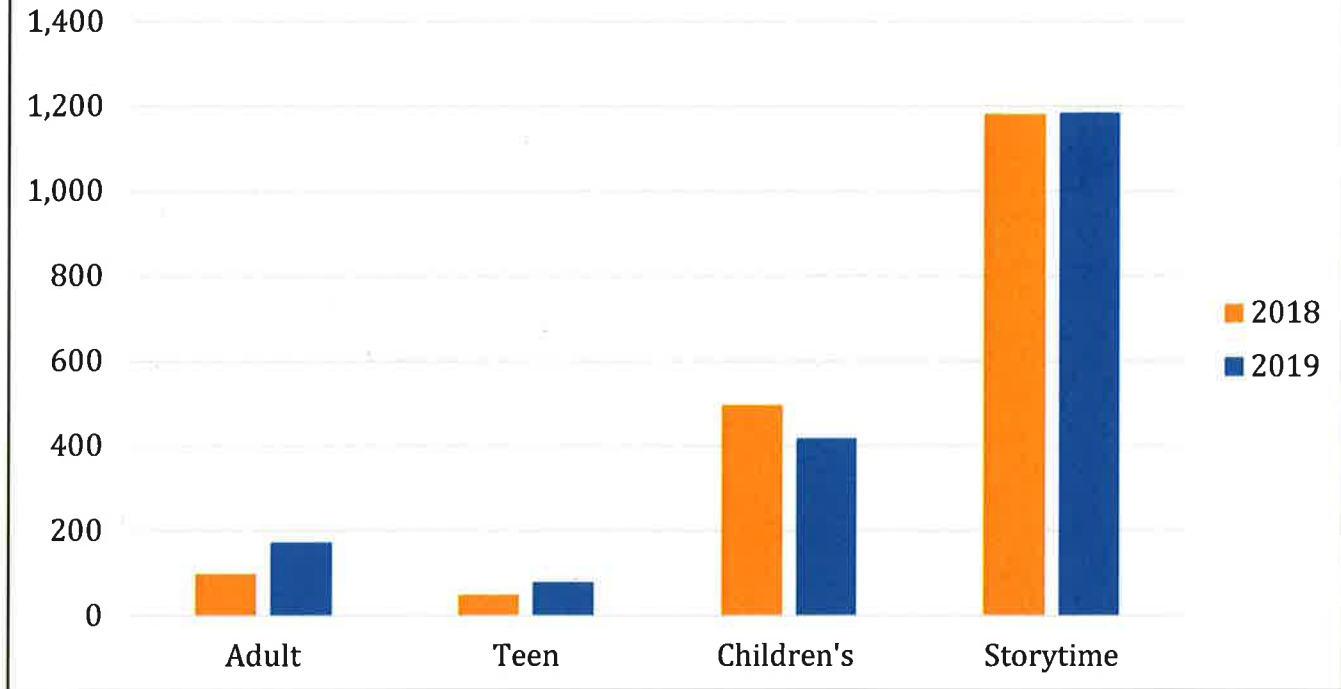
February 2019 Library Statistics

Computer PC Usage – 1,635

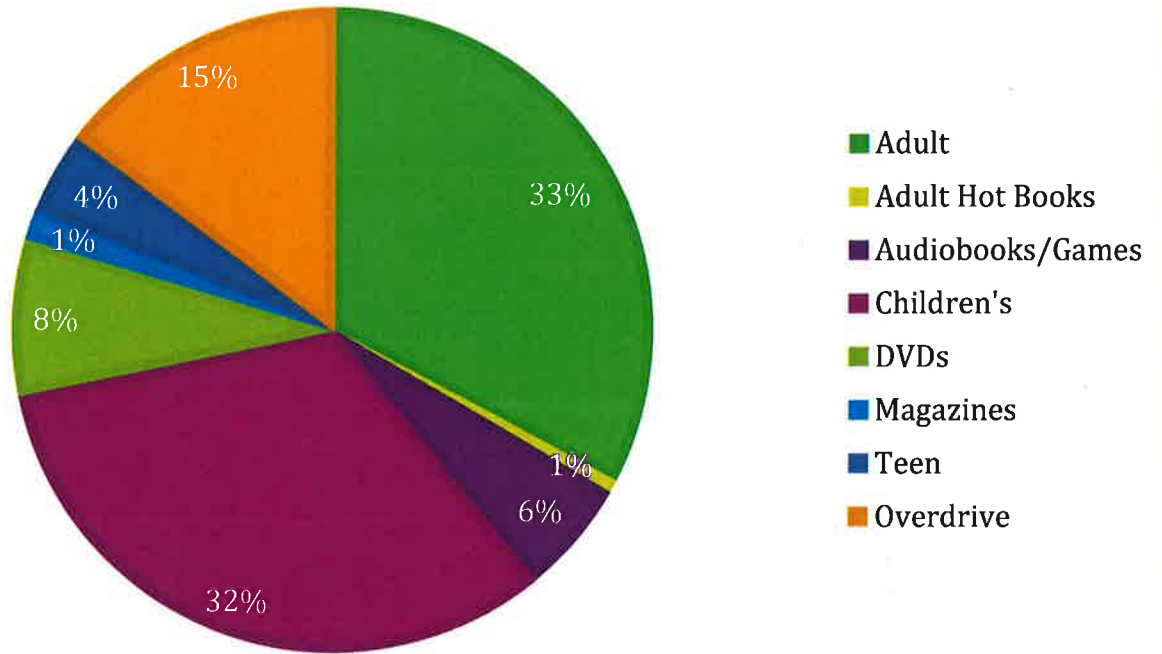
Monthly Volunteer Totals		
Month	# of Volunteers	# of Volunteer Hours
Teen	17	31
Adult	26	116.25
Total	43	147.25

February	2018	2019
Door Count	19,372	20,041
Total Circulation	29,594	31,219
New Library Card	91	83
Updated Library Card	159	158
Registered Borrowers	11,863	11,235
Residents with Library Cards	21,838	21,491

Program 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.