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Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

**BOARD OF TRUSTEES MEETING AGENDA  
TUESDAY, JANUARY 8, 2019  
5:30 pm**

Public Comment

Approval of Minutes - December 5, 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 Adopting Electric Vehicle Workplace Charging Policy  
**Action:** Pass a resolution to adopt Electric Vehicle Workplace Charging Policy.
2. Election of officers  
**Action:** Elect new slate of officers.
3. Consider Revised Board Bylaws  
**Action:** Decide if the Board would like to vote on bylaws change at their February meeting. Changes must be proposed one month and then voted on the next. Proposed revision has to do with amending language re: canceled and rescheduled meetings in light of the Board's regular meeting date/time change in 2019.
4. Statement of Policy  
**Action:** Record as reviewed with no changes.
5. Review/Sign Conflict of Interest Statement  
**Action:** Review and sign statements.
6. Authorize Library Director to Sign Contracts  
**Action:** Pass a resolution authorizing Director to sign contracts. Last year, the Board authorized the Director to sign contracts up to \$25,000 for the fiscal year, and that worked fine.
7. Authorize Library Director to Pay Payroll Prior to Audit  
**Action:** Pass a resolution to authorize Director to pay payroll prior to audit. This is necessary because we need to pay payroll every two weeks, and our Library Board only meets once a month.



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8. Accept check from FFRPL Harold Hacker Grant (\$3,150) into the Training Line (.404)  
**Action:** Pass a resolution to accept grant check into .404 line. As a reminder, this is the grant for the social justice staff training series Assistant Director Alicia Reinhardt spearheaded. It's in cooperation with the Irondequoit Public Library and will be open to library staff throughout Monroe County.
9. Accept Bullet Aid from Senator Gallivan (\$5,000) into the Equipment Line (.200)  
**Action:** Pass a resolution to accept Bullet Aid into .200 line.

#### **Public Comment**

#### **Future Agenda Items**

1. Guest: Hannah Ralston, Technology Librarian
2. Draft Policy for Reservation and Use of Community Spaces
3. Draft Personnel Manual

#### **Future Activities**

**Next Meeting - February 12, 2019 at 5:30pm**

**Adjourn**



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**Board of Trustees**  
**Minutes of January 8, 2019**  
**Page One**

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

The meeting was called to order at 5:35pm by President Laura Osterhout. (Second Tuesday of the month at 5:30pm is the new meeting day and time)

**Public Comment**  
None

**Approval of Minutes**  
President Laura Osterhout directed the minutes of December 5, 2018 be filed as submitted.

**Correspondence**  
None

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

The New Library Update Informational Session will be held here at the library on January 31, 2019 in the Community Room at 7:00pm.

Our library circulation again is up again this month. This has been a consistent trend for several months.

**Inventory Items**  
Motion: Laura Osterhout  
To request that the Town Board declare the following inventory items as listed in the director's report as surplus:  
#308 File-Letter, 2 Drawer, Steel 1978  
#403 Book Truck - 3x1.5x3.5 1982  
Seconded: Tina Thompson  
Motion carried

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



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

Brigid reported that staff training for the Book Shoppe will be held this Saturday, January 12, 2019 at 11:00am. The Book Shoppe is about ready to be reopened.

**Finances**

Doug Roesch and Tina Thompson went to Five Star Bank to add Doug's name on the account for the safe deposit box. He will ask for an invoice for the renewal due March 2019.

The Revenue/Expense Control Reports was reviewed.

Doug Roesch reviewed the library bills.

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #12 Claims 296-315 for a total of \$18,076.39.

Seconded: Tina Thompson

Motion carried

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #1 Claims 1-12 for a total of \$18,743.27.

Seconded: Sharon McCullough

Motion carried

The Revenue Report for the Town was reviewed.

**Committee Reports**

None

**Unfinished Business**

None

**New Business**

Consider Adopting Electric Vehicle Workplace Charging Policy

The Board discussed the draft Electric Vehicle Workplace Charging Policy. Adrienne will bring the revised policy to February's meeting.

Board of Trustees  
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Election of Officers

Motion: David McNitt

To direct the secretary to cast a single ballot for the Slate of Officers for 2019 as presented:  
Laura Osterhout, President; David McNitt, Vice President; Linda Szczesniak, Secretary;  
Doug Roesch, Treasurer.

Second: Tina Thompson

Motion carried

Consider Revised Board Bylaws

The Board Bylaws were reviewed with the revised changes and will be approved at February's meeting.

Statement of Policy

The Statement of Policy was reviewed with no changes made.

Review/Sign Conflict of Interest Statement

Reviewed Conflict of Interest Statement and each board member signed their copy.

Authorize Library Director to Sign Contracts

Motion: Tina Thompson

To authorize the director to sign contracts up to \$25,000 for fiscal year 2019.

Seconded: Linda Szczesniak

Motion carried

Authorize Library Director to Pay Payroll Prior to Audit

Motion: Doug Roesch

To authorize the director to pay payroll prior to audit for fiscal year 2019.

Seconded: Sharon McCullough

Motion carried

Accept check from FFRPL Harold Hacker Grant (\$3,150) into the Training Line (.404)

Motion: Laura Osterhout

To accept the Harold Hacker Grant in the amount of \$3,150 into the Training Line .404.

Seconded: Brigid Ryan

Motion carried



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Board of Trustees  
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Accept Bullet Aid from Senator Gallivan (\$5,000) into the Equipment Line (.200)

Motion: Laura Osterhout

To accept the Bullet Aid from Senator Gallivan in the amount of \$5,000 into the  
Equipment Line .200.

Seconded: Sharon McCullough

Motion carried

The meeting was adjourned by consensus at 6:19pm.

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 January 2019

Issued January 4, 2019

### Items of Note

- Please remember to join us for the New Library Update informational session here at the library on January 31 here at the library at 7:00pm.
- I am currently working on a draft Policy for Reservation and Use of Community Spaces for the new library, and I've at long last made significant progress on an update to our Personnel Manual. It's my intention to have drafts for your consideration in February or March.
- Our new Technology Librarian, Hannah Ralston, will be starting work on January 7. It's my intention to have her come to the February Board Meeting to meet all of you.
- I was elected President of the Henrietta Chamber of Commerce for 2019.
- On December 7, Assistant Director Jen Barth, Assistant Director Alicia Reinhardt, and I did our first-ever new staff orientation session. Our presentation focused on giving a broad overview of our organization. We've scheduled the next orientation session for April; we plan to offer it three times a year.
- We are all very proud of Librarian Trainee Matthew Hoople, who successfully completed his MLS degree this month!

### Pop-Up Libraries

- December 1: Victorian Christmas Event at Tinker Park (Teen Services Librarian Ellen Glana and Audiovisual Librarian Nancy Maxwell)
- December 2: Breakfast with Santa at Henrietta Senior Center (Children's Librarian Cathy Lathrop, Children's Librarian Laura Lintz, Librarian Trainee Laura Dingman)
- December 6: Legacy at Erie Station (Circulation Supervisor Terry Hill and Audiovisual Librarian Nancy Maxwell)

### Surplus (To Approve)

- #308 File-Letter, 2 Drawer, Steel 1978
- #403 Book Truck - 3x1.5x3.5 1982

### Personnel Items (To Approve)

- Diana Lowell has joined our staff as a Library Clerk effective 11/26/18 at a rate of \$11.00/hr.
- Archana Prasad has retired her position as Library Clerk effective 11/29/18.
- Christine Simons has resigned her position as Librarian I Sub effective 12/29/18.



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- Ellen Siegel has resigned her position as Library Clerk Sub effective 12/29/18.

#### **Other Trainings and Events**

- December 14: Staff Customer Service Meeting (Electric Vehicle charging training provided by Rochester EV Accelerator staff; updates on cash register policy and out-of-county library applications)

#### **Selected Meetings, Trainings, and Events Attended**

- Dec. 3: Meeting with Assistant Directors
- Dec. 3: Call with Moody's re: Town Credit Rating (in regard to library bond)
- Dec. 4: Construction Meeting
- Dec. 5: Director's Council
- Dec. 6: Did Baby Storytime and All Ages Storytime
- Dec. 7: New Staff Orientation
- Dec. 10: Meeting with Assistant Directors
- Dec. 10: Communications Team Meeting
- Dec. 10: Town Board Workshop
- Dec. 11: Construction Meeting
- Dec. 11: Budget Meeting for New Library
- Dec. 12: Town Board Meeting
- Dec. 13: Town Department Heads Meeting
- Dec. 14: Customer Service Meeting
- Dec. 17: IT/AV Budget Meeting
- Dec. 17: Meeting with Assistant Directors
- Dec. 18: FFHPL Meeting
- Dec. 19: Henrietta Chamber of Commerce Board Meeting
- Dec. 20: Town Department Heads Meeting
- Dec. 27: Town Department Heads Meeting





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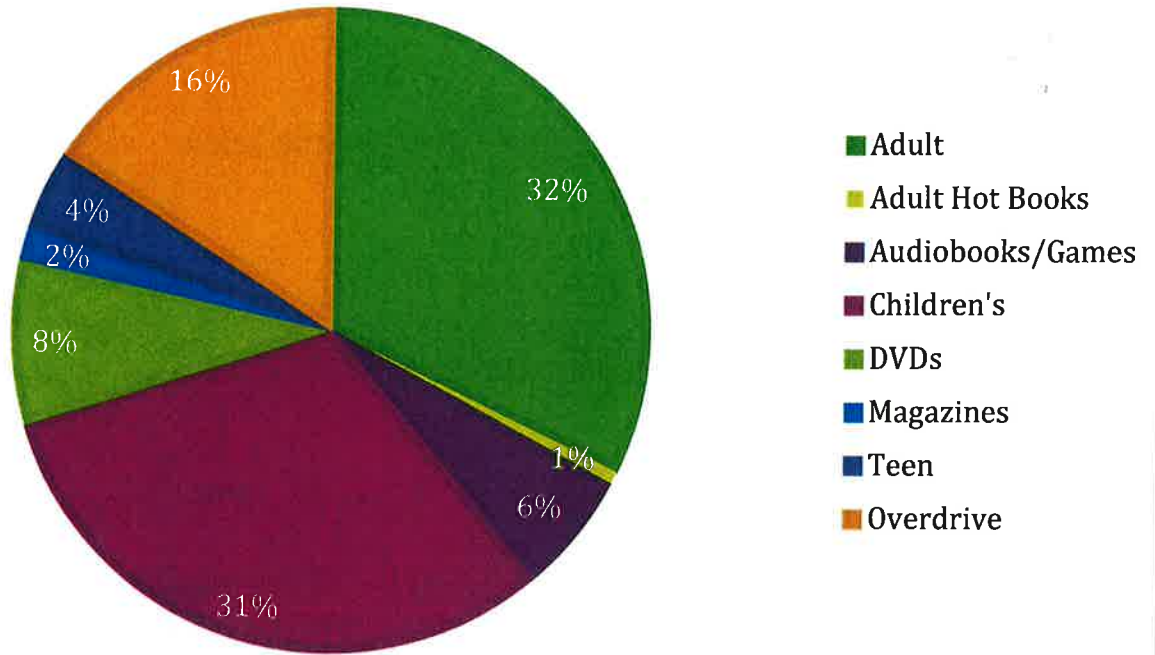
## January 2019 Library Statistics

Computer PC Usage – 1,749

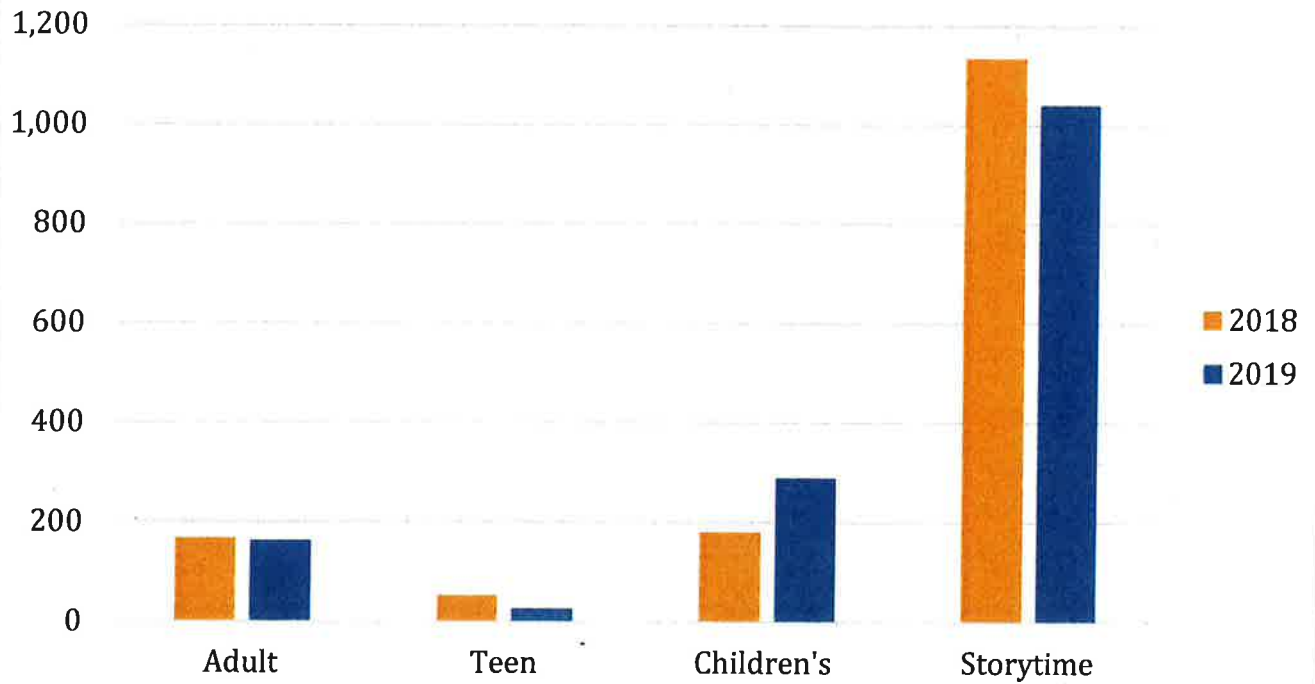
Volunteer Totals		
	# of Volunteers	# of Volunteer Hours
Teen	15	43.5
Adult	23	103.5
<b>Total</b>	<b>38</b>	<b>147</b>

January	2018	2019
Door Count	18,742	19,741
Total Circulation	31,196	33,761
New Library Card	78	115
Updated Library Card	182	169
Registered Borrowers	11,895	11,272
Residents with Library Cards	21,769	21,430

### MONTHLY CIRCULATION



### Program Attendance



## 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.