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Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

**Board of Trustees Meeting Agenda  
Wednesday, March 9, 2016  
6:15 p.m.**

APPROVAL OF MINUTES - February 10, 2016

CORRESPONDENCE

DIRECTOR'S REPORT

FINANCES

1. Expense Control Report
2. Revenue Report
3. Payment Library Bills
4. Trustee Accounts
5. Trustee Endowment
6. Friends Account

COMMITTEE REPORTS

STRATEGIC PLAN REPORT

UNFINISHED BUSINESS

1. Branding Update
2. Foundation Update
3. Strategic Planning Update
4. Building Committee/Library Evaluations

NEW BUSINESS

1. Guest Annalise Ammer, Children's Librarian
2. Review Personnel Manual
3. Save Around Books

FUTURE AGENDA ITEMS

1. Review Collection Development Policy

FUTURE ACTIVITIES

NEXT MEETING - April 13, 2016

ADJOURN



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**Board of Trustees**  
**Minutes of March 9, 2016**  
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**Present:** Tina Thompson, Adrienne Furness, David McNitt, Brigid Ryan, Janet Zinck, Tim Chapman, and Lynn Neill.

**Absent:** Doug Roesch

**Guests:** Annalise Ammer, Don M. Whitaker, and Elaine Kadar

The meeting was called to order at 6:18 pm by President David McNitt.

The minutes of February 10, 2016 were approved as submitted.

**Correspondence**

A note was received from Bill Mulligan thanking Adrienne and Tina for attending his retirement party.

**Director's Report**

Peter Wehner from Passero Associates will be at the support staff meeting Friday, March 18, 2016 at 9:30 am. His presentation will explain how they will study the library's needs to recommend the community's best course of action for future library service.

**Personnel change**

**Motion:** Tina Thompson

To approve the personnel change as included in the Director's Report.

**Seconded:** Brigid Ryan

**Motion carried**

**Surplus Items**

**Motion:** Brigid Ryan

To request that the Town Board approve the following as surplus:

Inventory # 000333 Chair – Swivel, 4 spoke Chrome 1978 \$263.00

Inventory # 000354 Book Truck 1970 \$61.00

Inventory # 000390 Chair-Posture, Birch, Upholstered 1978 \$170.00

Inventory # 000434 Dolly-Table, Steel 1978 \$84.00

**Seconded:** Tim Chapman

**Motion carried**

**Finances**

**Payment of Library Bills**

**Motion:** Tim Chapman

To approve Abstract #3, Claims 40 - 60 for a total of \$17,041.17.

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**Seconded: Tina Thompson**  
**Motion carried**

The Expense Control Report was reviewed.

The Revenue Report was reviewed.

Tim had not received the bank statements for February so the PayPal Checking Account balance remains at \$260.51.

With no statement the Partnership Checking Account is the same as last month with a total balance available \$3,210.40 less restricted funds of \$193.17 for net funds available of \$3,017.40.

The Friends account as of February 4, 2016 has a balance of \$9,814.61.

**Committee Reports**

The Minerva Campbell Literary Contest entries are due on Monday, March 14, 2016.

The foundation committee is in the process of scheduling their next meeting.

Discussed library's strategic intent.

**Unfinished Business**

At the branding workshop, we looked at the mission statement, vision statement, and survey results to determine the aspects of our brand that will keep us focused on marketing and messaging.

The foundation committee will be given the branding and survey results to help with their planning.

The building committee has been introduced to each other. Adrienne will share the community survey results with them. The library evaluations from the community survey are being entered in the computer and a staff member is compiling the data.

The top priorities for new building/renovation were reviewed and edited.



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### **New Business**

Annalise Ammer, one of our Children's Librarians, shared the following information about her activities.

In January and February of 2016, 66 story times and 19 additional children's programs were presented to over 2,500 participants. Programming attendance continues to keep growing. Looking at the recent survey, people are requesting children's programming in the evenings and on weekends for those parents who work. Annalise and Laura, the other children's librarian, are trying to see how they can offer programs at these times.

Right now the majority of the children we serve are between the ages of 2 - 5. We would like to start focusing on babies and school-age children.

These are some of the children's programs that are offered: Lego Club, Kids' Book Club for 8-12 years, Kids Write!, Tween Tech Lab, Baby Explorers, Music and Movement for Preschoolers, Toddler Dance Party, (one Saturday a month) Preschool SCIENCE-time, and Toddler Yoga (once a month with a Flower City Yoga instructor). All story times presented on the first Tuesday of every month are accompanied by a professional sign language interpreter. We also do outreach programs to daycare facilities and schools. A story time is also offered at the Marketplace Mall.

The library received a Harold Hacker Grant that has enabled us to purchase innovative toys and tools for programming. Some of the items purchased are Lego robots, sphere shaped robots, and littleBits. With the help of this grant we are hoping to double the Lego Club and Tween Tech Lab. The growing attendance and waiting lists show how important children's programming is to the community.

Our goal is to increase programming for all ages and to offer times for working families. We could use more space. Scheduling is difficult with only one meeting room, and programs require a lot of preparation and funding.

The review of the Personnel Manual was tabled to a future meeting.

The board agreed to have the Save Around Books sold as a fund raiser again this year.

Guest, Don Whitaker, shared some of his thoughts with the board.



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The meeting was adjourned by consensus at 7:47 pm by President David McNitt.

Respectfully submitted,

  
Brigid Ryan  
Secretary