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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Tuesday, October 2, 2018 6:15 p.m.

Public Comment

Approval of Minutes - September 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
4. Trustee Accounts

Committee Reports

Unfinished Business

1. Discuss Potential Revision to Statement of Policy

New Business

1. Guest: Laura Lintz, Children's Librarian
Laura will be telling us about the children's collection reorganization project.
2. Appoint Minerva Campbell Literary Contest Committee → *remove to Nov. agenda*
3. Recommend a Trustee Replacement to Town Board
Action: Pass a motion recommending Brigid Ryan to another term as a Trustee.

Public Comment

Future Agenda Items

Future Activities

Next Meeting - November 7, 2018

Adjourn



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

Excused: Tina Thompson

Guests: Laura Lintz (HPL Children's Librarian) and Chuck Schultz (Henrietta Resident)

The meeting was called to order at 6:16pm by President Laura Osterhout.

Public Comment

None

President Laura Osterhout directed that the minutes of September 5, 2018 be filed as submitted.

Correspondence

A note was sent to Adrienne thanking her for the recent display of Theresa Schelese's paintings (these had been in the library's display case) with the people of Henrietta.

An anonymous note was received about excessive cell phone usage in the library.

Director's Report

Library Director Adrienne Pettinelli's Report was reviewed.

August statistics were reviewed. Adrienne reported that September's circulation was up 3.6% over the previous year.

Patty Uttaro, Director Rochester Public Library, has sent a short survey for all trustees to complete.

Personnel Items

Motion: Doug Roesch

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

Seconded: Sharon McCullough

Motion carried



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

Brigid Ryan reported that the Bicentennial Gala Dinner was quite successful. Invoices are starting to go out for pledges that were made. Adrienne and Brigid have been meeting with a family who is doing a fundraiser to benefit the foundation with a project for the new library in memory of their father.

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: Laura Osterhout

To approve Abstract #10 Claims 213-236 for a total of \$14,732.05.

Seconded: Brigid Ryan

Motion carried

Doug Roesch treasurer's report reflects \$0.00 amount in all the board's accounts. The safe deposit box at Five Star Bank is paid through 3/1/19.

Committee Reports

None

Unfinished Business

Discuss Potential Revision to Statement of Policy

The board reviewed David McNitt's draft introduction to the Statement of Policy. David McNitt and Adrienne Pettinelli will finalize a Statement of Policy Draft for the October meeting.

New Business

Guest: Laura Lintz, Children's Librarian

Laura Lintz explained how the children's collection is being reorganized. This project will make it easier especially for young children to find books. The children's department will be starting with picture books (the library has more than 10,000 picture books) and shelving them in categories. Prereaders can find books due to color and picture coded labels. Once this project is completed, the children's department will start with non-fiction that is written for little children and shelve them with the picture books.



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Appoint Minerva Campbell Literary Contest Committee

Since Tina Thompson has been on the Minerva Campbell Literary Contest Committee in the past, the board has tabled this to November's meeting when Tina is present.

Recommend a Trustee Replacement to Town Board

Motion: Laura Osterhout

That we recommend that the Town Board reappoint Brigid Ryan to the library board of trustees for the term January 1, 2019 - December 31, 2023.

Seconded: Doug Roesch

Motion carried

Future discussion

Laura Osterhout brought up possibly changing the Wednesday Library Board meeting to another day starting in January. Laura will not be at the November meeting and David McNitt has agreed to chair the meeting.

Public Comment

None

The meeting was adjourned by consensus at 7:13pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Szczesniak".

Linda Szczesniak, Secretary

Director's Report

October 2018

Issued 9/26/2018

Items of Note

- On September 17, the Monroe County Library System Board passed the recommendation to award our library \$1,055,837 from the NYS Library Construction Aid program.
- We've been awarded a grant from the Rochester Regional Library Council to hire a paid intern for up to 80 hours to help the Children's Department get their collection reorganized and ready to move. Children's Librarian Laura Lintz will be attending the October board meeting to tell you a little more about this sizeable project.
- The Children's Department had a successful summer. We redeemed over 700 summer punch cards, which means that approximately 700 children participated in a number of children's activities and checked out books at least ten times apiece. This success was reflected in our program attendance, with over 79 events attended by more than 3,900 participants over the course of nine weeks. Wow!
- I would like to note that in September we celebrated PT Librarian June Milliman's 20th anniversary with us at HPL. June is a busy woman, and we've been fortunate to keep her, her kindness, and her excellent reference skills with us for so long!

Pop-Up Libraries

- September 15: National Drive Electric Week Festival at RIT (Circulation Supervisor Terry Hill and Library Clerk Kristen Shepherd)
- September 22: Honey Harvest Fest at Tinker Nature Park (Library Clerks Lynn Neill and Debbie Work)

Personnel Items (To Approve)

- Phyllis Rosen resigned as a Substitute Library Clerk effective August 31, 2018.
- April Newman has moved from a Substitute Library Clerk to Library Clerk PT 20 hours/week effective 9/17/18.
- Krishna Chakraborty has joined our staff as a Library Clerk/Tech PT 20 hours/week effective 9/17/18 at a rate of \$11.00/hr.
- Christine Hammer resigned as a Library Clerk PT effective 9/24/18.
- Rosanne Rosella will now be focusing all her time to classes and events effective 9/24/18.
- Linda Dingman will become the bookkeeper effective 9/24/18.



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Other Trainings and Events

- September 10: Narcan Training for Staff (Training session on how to administer intranasal naloxone offered by a New York State Department of Health Registered Opioid Overdose Prevention Program provider)
- September 27: Town's Fire Extinguisher Training (for full-time library staff)

Selected Meetings, Trainings, and Events Attended

- 9/4: Meeting with Town Finance Officer Linda Salpini
- 9/5: Monroe County Library System Director's Council Meeting
- 9/6: Town Department Heads Meeting
- 9/6: Meeting with Donna Watts from RHSD
- 9/7: Public Library Administration Program Finance Class
- 9/10: Meeting with Communications Team
- 9/10: Meeting with Assistant Directors
- 9/10: Town Board Workshop
- 9/11: Construction Meeting
- 9/11: Meeting re: Tech in New Library
- 9/11: Bicentennial Committee Meeting
- 9/11: Bicentennial Gala Committee Meeting
- 9/12: Town Board Meeting
- 9/13: Town Library Directors Council Meeting
- 9/17: Meeting with Communications Team
- 9/17: Meeting with Assistant Directors
- 9/18: Construction Meeting
- 9/18: Bicentennial Gala Committee Meeting
- 9/19: Chamber of Commerce Board Meeting
- 9/20: Town Department Heads Meeting
- 9/24: Meeting with Communications Team
- 9/24: Meeting with Assistant Directors
- 9/24: Meeting with Carolyn Levine from Rochester EV Accelerator
- 9/25: Construction Meeting
- 9/25: Town Wellness Team Meeting
- 9/25: Bicentennial Gala Committee Meeting
- 9/26: Civil Service Training
- 9/26: Town Board Meeting



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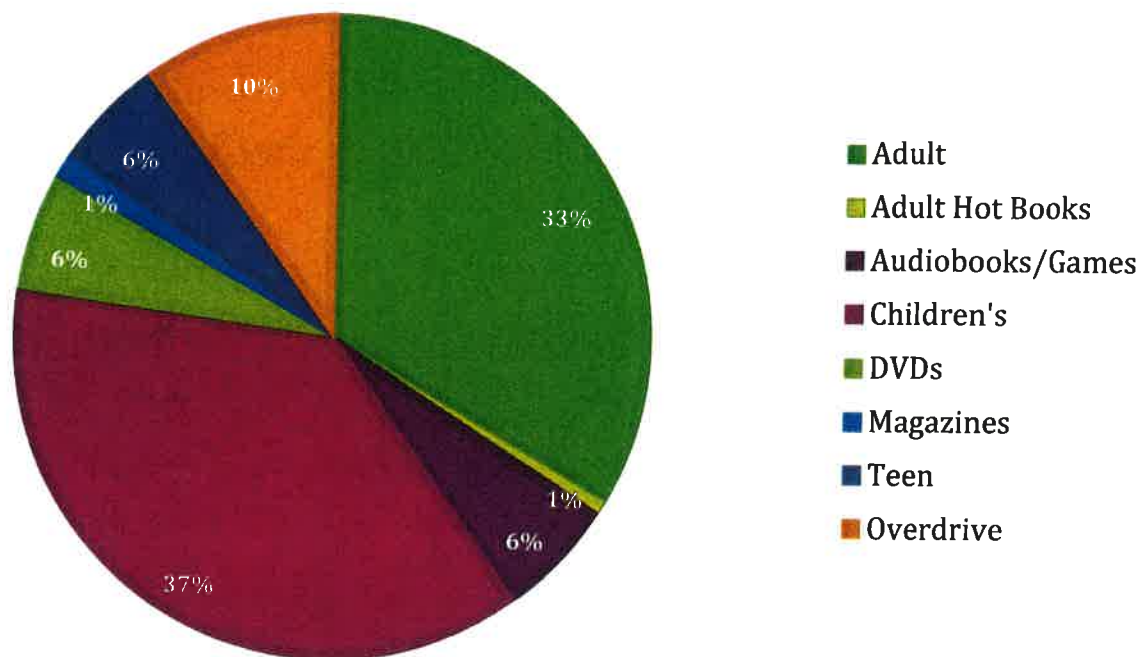
October 2018 Library Statistics

Computer PC Usage – 1,762

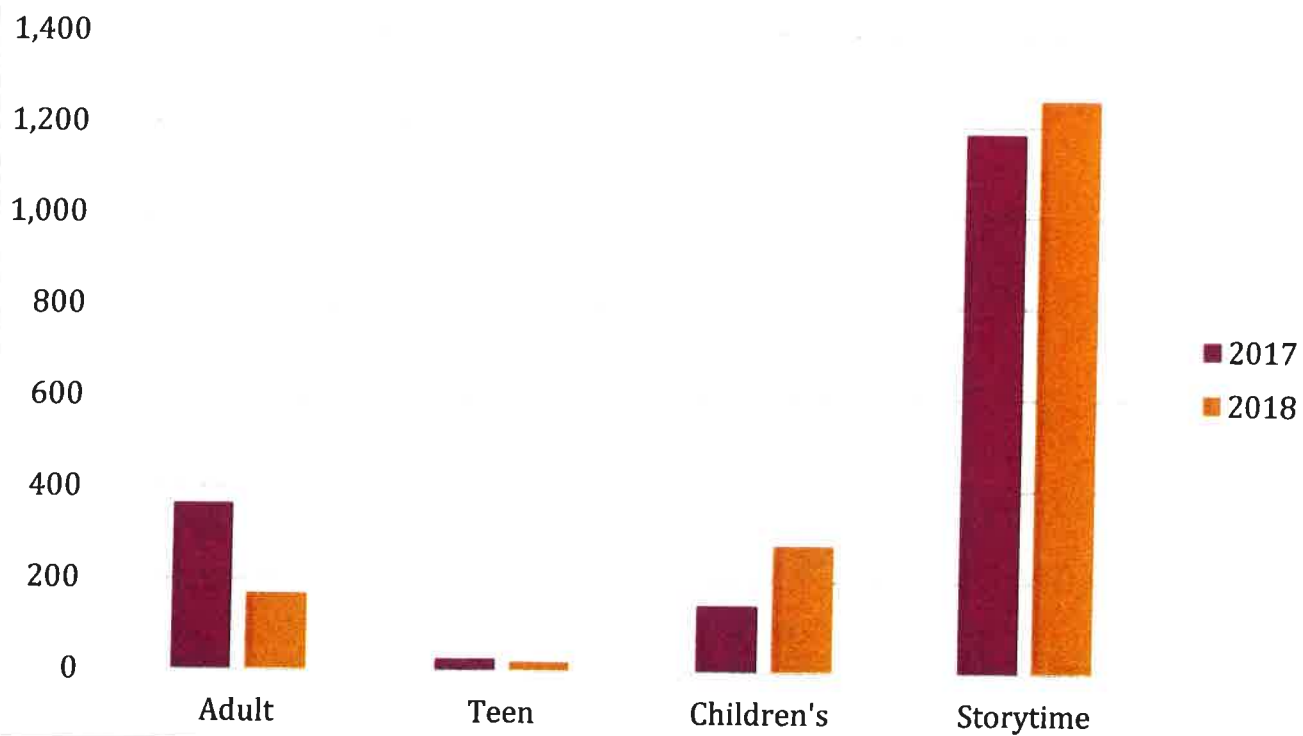
Volunteer Totals						
Month	# of Teen Volunteers	# of Teen Volunteer Hours	# of Adult Volunteers	# of Adult Volunteer Hours	Total # of Volunteers	Total # of Volunteer Hours
October	9	18	33	127.5	42	145.5

October	2017	2018
Door Count	17,882	21,738
Total Circulation	30,864	33,339
New Library Card	80	105
Updated Library Card	156	158
Registered Borrowers	12,012	11,374
Residents with Library Cards	23,118	22,678

MONTHLY CIRCULATION



Class and Event 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.