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Henrietta Public Library  
625 Calkins Road  
Rochester, NY 14623

**BOARD OF TRUSTEES MEETING AGENDA  
TUESDAY, AUGUST 13, 2019  
5:30 p.m.**

**Public Comment**

**Approval of Minutes - July 9, 2019**

**Correspondence**

**Director's Report**

**Friends and Foundation of the Henrietta Public Library**

**Finances**

1. Expense Control Report
2. Revenue Report
3. Payment Library Bills

**Committee Reports**

**Unfinished Business**

**New Business**

1. 2020 Budget Overview
2. Approve Revised Video Surveillance Policy
3. Safety Deposit Box

**Public Comment**

**Future Agenda Items**

**Future Activities**

**Next Meeting - September 10, 2019 at 5:30pm**

**Adjourn**

Board of Trustees  
Minutes of August 13, 2019  
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Present: David McNitt, Sharon McCullough, Doug Roesch, Adrienne Pettinelli, Tina Thompson, Brigid Ryan, Linda Szczesniak, Scott Adair, Town Board Liaison, Laura Osterhout, and Lynn Neill.

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

The first Board of Trustees meeting in the new library.

**Public Comment**

None

**Correspondence**

David McNitt shared a few sentences he read in the New York Times Book Review about librarians. Laura Osterhout added Safety Deposit Box discussion to the Agenda per David McNitt's request.

**Director's Report**

Behind the Scenes Tour the Henrietta Chamber of Commerce is Tuesday night August 20, 2019. Statistics are still being gathered, but Adrienne Pettinelli reported that the first 9 days we were open, we checked out about 27,000 books.

**Approval of Minutes**

President Laura Osterhout directed the minutes of July 9, 2019 be filed as submitted.

**Friends and Foundation of the Henrietta Public Library Report**

Brigid Ryan reported the campaign appeal is at the printer. The November fundraiser is coming up. She handed out a draft of the sponsorship brochure. Requests have gone out for sponsors. There will be a Chinese auction, assorted food stations, and the theater company has their program set.

David McNitt handed out something he wrote entitled *Support Your Henrietta Public Library* that could be used in any way that might be useful.

**Finances**

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

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**Payment of Library Bills**

Motion: Doug Roesch

To approve Abstract #8 Claims 189-223 for a total amount of \$39,791.84.

Seconded: Tina Thompson

Motion carried

The library received more state aid for the building project than originally anticipated. Not all the library systems in the state allocated their construction aid, and Adrienne Pettinelli was given the opportunity to apply for further aid, which she did. She just recently received confirmation of the additional aid.

**Committee Reports**

None

**Unfinished Business**

None

**New Business**

**2020 Budget Overview**

Adrienne Pettinelli will have something in September for review. There are new items associated with technology licensing that need to be included in the budget.

**Revised Video Surveillance Policy**

This was modified to say for a period of at least 20 days instead of the original 20-30 days.

Motion: Tina Thompson

To approve the revised Henrietta Public Library Video Surveillance System Policy.

Seconded: Sharon McCullough

Motion carried

**Safety Deposit Box**

David McNitt questioned whether the board should keep their safety deposit box to store their minutes. The board discussed different options. Adrienne Pettinelli and Tina Thompson will check further into options for next month's meeting.

David McNitt expressed his enthusiasm for the new library and was very proud to be part of the new library. He shared something he wrote.



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The next meeting is Tuesday, September 10, 2019 at 5:30pm.

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

Respectfully submitted,

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

Linda Szczesniak, Secretary



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## Director's Report

### August 2019

Issued 8/8/2019

#### Items of Note

- On Tuesday, August 20 at 5:30pm, there will be a Henrietta Chamber of Commerce Behind the Scenes Tour networking event held here at the library. You are all invited to attend, and I'd love to see you there! I'm including the official flier in your packets.
- Our library grand opening was very grand, with an estimated 2,000 people in attendance that day. The library's been hopping since, and we're settling in. The biggest issue has been the elevator being out of order intermittently, but as of this writing, I believe we have that issue resolved.
- The Children's Department is thrilled to be settling down in our bustling new space and extra thrilled to have our beloved Librarian Annalise back from her year-long sabbatical! We've been busier than ever and all of our items are flying off the shelves. Our Discover It Yourself Collection has been especially popular, with 85-95% of our 40 total items checked out most days. Our young patrons especially love our Lemonade Stand Kit, which is a ready-made lemonade stand that kids can set up at home. One girl raised \$46 selling lemonade, which she has donated to the Strong Children's Hospital.

#### Pop-Up Libraries

- July 4: Town July 4<sup>th</sup> Celebration (Library Director Adrienne Pettinelli and Library Clerk Krishna Chakraborty)
- July 12: Henrietta Pride Fest (Library Assistant Matthew Hoople and Library Page Stephanie Dudrak)
- July 13: Ice Cream Social at Tinker Park (Audiovisual Librarian Nancy Maxwell, Library Clerk Vicke Pass, and Librarian Assistant Vicki Rusinko)

#### Other Trainings and Events

- July 12: Staff Customer Service Meeting (new building update, moving team update, review of safe child policy, moving files to the new server).

## **SUPPORT YOUR**

## **HENRIETTA PUBLIC LIBRARY**

Are you one of the members of our Henrietta community who have recently made a contribution to our library? A contribution of books or money or time? If so you have done two things: you have both given a gift and made an investment.

Your donation is a gift that has immediately enriched Henrietta by helping to provide programs and a gathering place for families with young children, teens and seniors who may make use of some special features. Your gift helps to maintain a location, obtain resources and provide a caring, knowledgeable staff to help students of all ages pursue their studies. Residents who are working, looking for work or retired from work find ways at the library to pursue their goals and move on to their next step. Your gift makes possible programs that inform, entertain and connect us as individuals to our wider community.

And that's only the beginning of what your gift helps to do.

Your donation is an investment that represents a show of faith in the future of Henrietta. It provides an enhancement in the quality of life for those of us who have lived here for many years as well as those of us who have more recently become residents. Your investment will help assure that the benefits of living in Henrietta will not stagnate but grow in number and value as the years pass. It has been the vision of many that Henrietta shall be known for its library, the heart of a community that celebrates its diversity and takes pride in the accomplishments of all of its citizens. Your investment will continue that vision and help to provide a memorable library experience for all Henriettans through generations to come.

Your investment grows in value with interest and the added investments of others.

Thank you for your gift and your investment.

# **Henrietta Public Library**

**People Helping People Learn**  
[ITS WHAT WE DO]

**Creative, Knowledgeable, Enthusiastic, Playful, Compassionate**  
[IT'S OUR PERSONALITY]

**HPL Gives Seekers What They Need To Go From Ideas To  
Accomplishments**  
[IT'S OUR PROMISE]

**Who Do We Serve, You Ask?**  
[WE SERVE ALL SEEKERS: YOUNG, OLD, FAMILIES, SINGLES, STUDENTS,  
WORKERS-PAST, PRESENT AND FUTURE, DREAMERS, BUILDERS, BEGINNERS,  
EXPERTS, READERS LISTENERS, WRITERS,  
TEENS, PRE-TEENS, POST-TEENS]

**Our Mission:**  
TO BE THE PLACE WHERE OUR COMMUNITY OF HENRIETTA  
CONNECTS, DISCOVERS, LEARNS

**Our Vision:**  
THAT HENRIETTA WILL BE KNOWN FOR ITS LIBRARY -  
THE BOOKS, THE RESOURCES, THE PROGRAMS, THE SERVICES, THE PEOPLE  
**AND**  
THE EXPERIENCE

OUR GOAL IS TO BE THE HEART OF OUR DIVERSE COMMUNITY

**H P L**  
HELPING PEOPLE LEARN

## 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.