



585.359.7092
hplinfo@libraryweb.org

Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, December 5, 2018 6:15 p.m.

Public Comment

Approval of Minutes - November 7, 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

1. Discuss Changing Day/Time of Board Meetings in 2019
Action: Come to consensus on changing regular day/time of meetings to the second Tuesday of the month at 5:30pm in 2019.

New Business

1. Review 2019 Proposal to FFHPL
2. Present Slate of Officers for Upcoming Year
3. Review Petty Cash Policy
Action: Mark as reviewed with no changes.
4. Review Credit Card and Store Charge Account Policy
 - a. M&T account \$4,000
 - b. Amazon account \$6,000Action: Mark as reviewed with no changes.
5. Set Petty Cash Amount for Coming Year (\$523.00)
Action: Pass a resolution approving the petty cash amount for \$523, an increase of \$150 over last year. This increase will cover the daily startup funds needed to operate a second cash register in the new building.

Public Comment

Future Agenda Items

1. Election of officers
2. Review/Sign Conflict of Interest Statement



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3. **Authorize Library Director to Sign Contracts**
4. **Authorize Library Director to Pay Payroll Prior to Audit**
5. **LTA Membership for Board President**

Future Activities

Next Meeting - January 8, 2019

Adjourn

Director's Report December 2018

Issued 11/28/2018

Items of Note

- On January 31, 2019 at 7:00pm, the library will be hosting a New Library Update program to update the public on the progress of the new building, give an overview of opening, and answer people's questions. Most of the building planning team will be there, and I'm hoping most of you can make it, too.
- The New York State Minimum Standards for Public Libraries (<https://bit.ly/2ziMH5x>) has a forthcoming update that won't take effect until January 1, 2021. We are already in compliance with most of the new provisions, and it will not be difficult for us to get in compliance with the rest. My intention is to do some training for you all on this next fall, after the new library is open and running smoothly, but I wanted to let you know this is coming down the pike in case you see anything about it in the time between now and then. If any of you would like to learn more about this sooner than that, I will happily share some material on it.
- The Children's Department hosted a Diwali Party on Saturday, November 3. Diwali is the largest celebration in India and mostly secular, and it celebrates the triumph of lightness over dark (good over evil). No registration was needed and over one hundred people attended. The Bharata School of Indian Dance performed traditional dances; children made mandalas, paper lanterns, and diyas (clay lamps for lighting on Diwali) painted with Indian spices; and we served Indian cookies. The program was very well received, with many of the Indian families commenting on how little the holiday is acknowledged in the US. There were many suggestions for next year's celebrations, and as Henrietta has a large Indian population, this is definitely a program we will do again. This program met all the goals in our mission: connect, discover, and learn, and we look forward to making it bigger and better next year.
- Assistant Director Jen Barth and Children's Librarian Laura Lintz presented at the New York Library Association conference on Thursday, November 8. Their presentation focused on Henrietta Public Library's branding work and provided practical tips for libraries interested in beginning the branding discussion. The presentation was well received.
- The Children's Department coordinated with the Henrietta Parks and Recreation Department to host the first-ever Henrietta Hamster Ball Races on November 16. Over 140 people and thirty-six hamsters attended the event, where we raced hamsters in heats and eventually crowned Sherbert as the fastest hamster in Henrietta! Trustee and Councilmember Scott Adair and local television celebrity Scott Hetsko were both in attendance. It was a very fun and successful evening and a great collaboration with the Recreation Department. We are already exploring how to make this an annual event!
- Library Clerk Erin Denham coordinated a Volunteer Cookie Party on November 16 to acknowledge and thank library volunteers, including members of the Friends and Foundation of Henrietta Public Library

and library board, and volunteers who mend print materials, shelve A/V items, and assist with special library projects and events.

- Joseph Horton, a patron who works with teens, complimented the Teen Corner graphic novel collection, stating that there are a variety of titles with multi-ethnic female protagonists. He said it's hard to get his female students to read, but they identify with the graphic novels that have characters that look like them. He comes in every couple of weeks and checks out a huge stack to share with his students.
- Teen Services Librarian Ellen Glena recently purchased a variety of Playstation 4 video games to add to the Teen Corner video game collection. There have been many requests by teen patrons to add this format of video game. We currently own Xbox360 and Xbox One formats in the Teen Corner.

Pop-Up Libraries

- November 1: Legacy at Erie Station (Librarian Nancy Maxwell and Librarian Assistant Linda Dingman)
- November 3: Teen Night Out at Henrietta Recreation Center (Teen Services Librarian Ellen Glena)
- November 16: Hamster Ball Races at Henrietta Recreation Center in collaboration with Recreation Department (Children's Librarians Cathy Lathrop and Laura Lintz, Librarian Trainee Laura Dingman, Assistant Director Jen Barth, and Teen Services Librarian Ellen Glena)
- November 18: Shake, Rattle & Roll in the Dough Event at Lovin' Cup (Library Director Adrienne Pettinelli)

Personnel Items (To Approve)

- Kathy Bartlett-Giuliano has joined our staff as a Substitute Library Clerk effective 10/29/18 at a rate of \$11.00/hr.
- Teresa Mitrousis has joined our staff as a Substitute Library Clerk effective 10/29/18 at a rate of \$11.00/hr.
- Sarron Bekele has joined our staff as a Library Page effective November 1, 2018 at a rate of \$10.40/hour.

Other Trainings and Events

- November 5: Leading with Relationships in Mind, presented by Partners in Restorative Initiatives (Assistant Director Jen Barth)
- November 7-10: New York Library Association Conference and Trade Show (Librarian Trainee Matthew Hoople, Librarian Trainee Laura Dingman, Children's Librarian Laura Lintz, Adult Programming Coordinator Rosanne Rosella, Assistant Director Jen Barth, Assistant Director Alicia Reinhardt)
- November 8: CPR Training at Henrietta Ambulance (Children's Librarian Cathy Lathrop and me)
- November 16: Staff Customer Service Meeting (Topics included: issuing library cards with patron's chosen name; changing e-library card to full-access library card; new building update)



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- Fall 2018: Children's Librarian Cathy Lathrop completed a continuing education course through University of Wisconsin on Tween Programming, focusing on programming for kids ages 8-12.

Selected Meetings, Trainings, and Events Attended

- 11/5: Tour of New Library with Town Board Member Mike Stafford
- 11/5: Communications Team Meeting
- 11/5: Meeting with Assistant Directors
- 11/6: Construction Meeting
- 11/7: Public Library Administration Program Finance Class
- 11/8: Town Department Heads Meeting
- 11/8: CPR Training
- 11/10: Friends and Foundation of the Henrietta Public Library Meeting
- 11/12: Communications Team Meeting
- 11/12: Meeting with Assistant Directors
- 11/12: Town Board Workshop
- 11/13: Construction Meeting
- 11/14: Henrietta Chamber of Commerce Annual Meeting
- 11/14: Meeting with Brie Harrison and Bunny Brinkman re: Monroe County Library System Finance
- 11/16: Customer Service Meeting
- 11/18: Cesare Family Fundraising Concert for FFHPL
- 11/26: Communications Team Meeting
- 11/26: Meeting with Assistant Directors
- 11/26: Town Board Workshop
- 11/27: Construction Meeting
- 11/28: FFHPL Meeting
- 11/28: Town Board Meeting



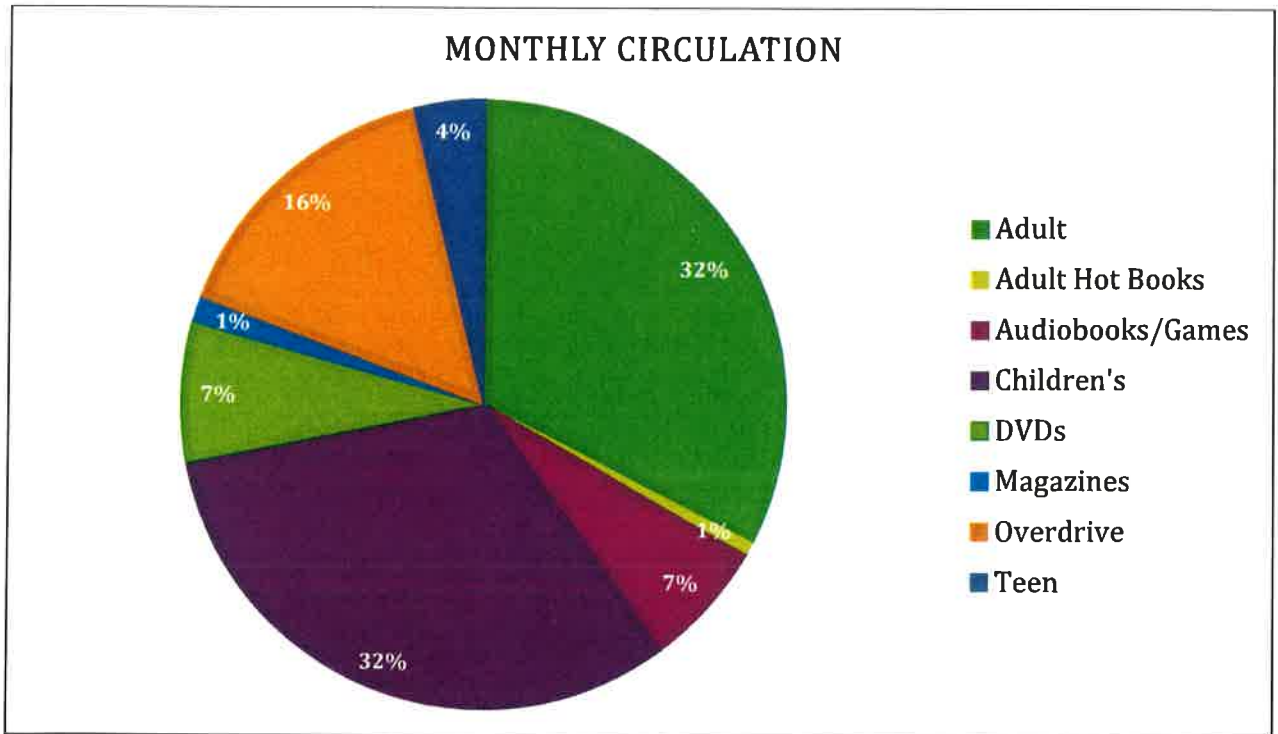
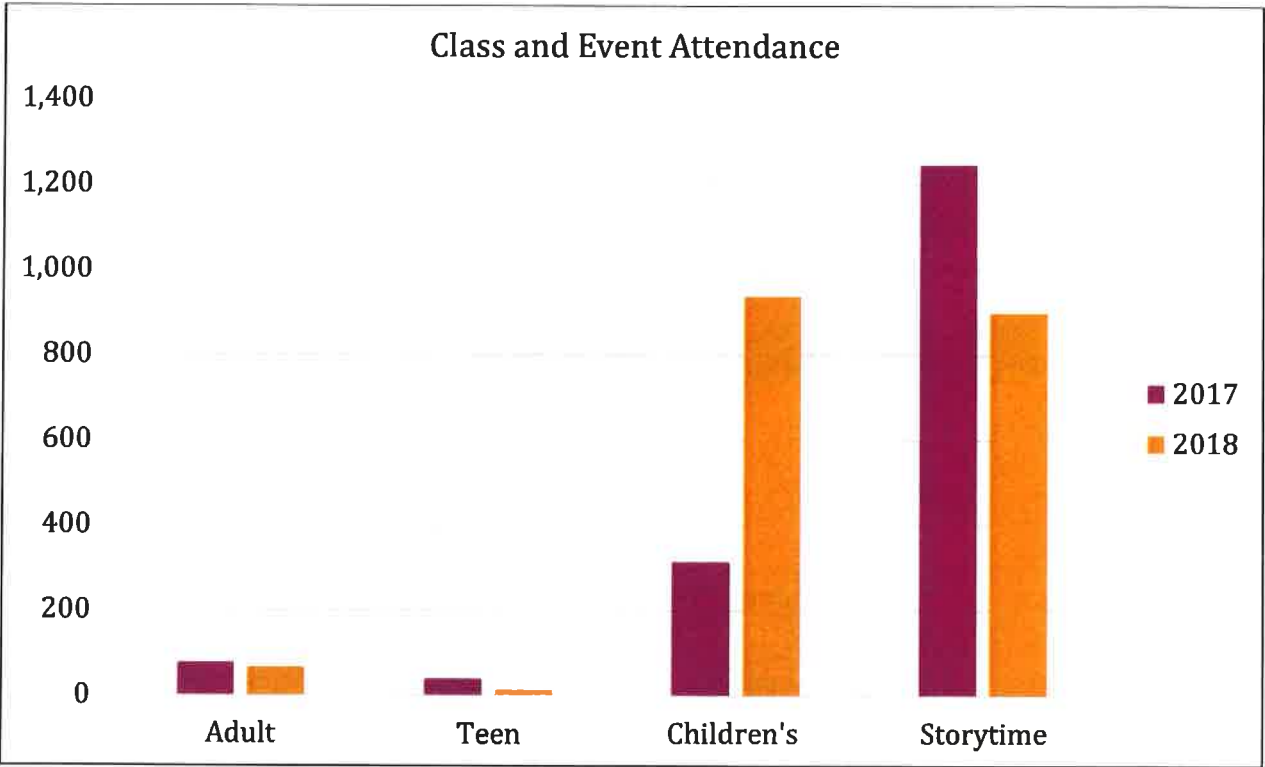
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December 2018 Library Statistics

Computer PC Usage – 1,572

2018 Volunteer Totals		
	# of Volunteers	# of Volunteer Hours
Teen	6	10
Adult	28	104.5
Total	34	114.5

December	2017	2018
Door Count	17,025	17,776
Total Circulation	27,627	29,950
New Library Card	52	81
Updated Library Card	128	137
Registered Borrowers	11,912	11,263
Residents with Library Cards	23,202	22,812



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.