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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**BOARD OF TRUSTEES MEETING AGENDA
TUESDAY MAY 14, 2019
5:30 P.M.**

Public Comment

Approval of Minutes - April 9, 2019

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. Grand Opening Plans
2. Donation from Friends and Foundation of the Henrietta Public Library
Action: Please accept the following items into our 2019 budget:
\$ 1,200.00 L.7410.4.411 Library..Supplies
1,630.00 L.7410.4.418 Library..Contracted services
70.00 L.7410.4.480 Library..Children's Programs
500.00 L.7410.4.484 Library..Adult Events & Classes
3. Adopt Safe Child Policy
Pre-read: Safe Child Policy Draft
Action: Pass a resolution adopting Safe Child Policy.
4. Participation in Town of Henrietta Memorial Day Parade
5. Budget Transfer
Action: Please transfer the following item:
\$ 4,000.00 L.7410.4.479 Library..Teen Programs to L.7410.4.480 Library..Children's Programs
6. Evaluation of the Library Director

Public Comment

Future Agenda Items

Future Activities



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**Next Meeting - June 11, 2019 at 5:30pm
Adjourn**



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Board of Trustees
Minutes of May 14, 2019
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Present: Adrienne Pettinelli, Doug Roesch, Sharon McCullough, Scott Adair, Brigid Ryan, David McNitt, Tina Thompson, Laura Osterhout, Linda Szczesniak, and Lynn Neill

The meeting was called to order at 5:35pm by President Laura Osterhout.

Laura Osterhout added two items to the agenda.

Public Comment
None

Approval of Minutes
President Laura Osterhout directed the minutes of April 9, 2019 be filed as submitted.

Correspondence
None

Director's Report
The board is invited to walk in the Memorial Day Parade Sunday, May 19, 2019.

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

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

- Brigid reported the book sale is going well. This sale has been extended from a 4-day sale to a 10-day sale. Everyone is working so hard and putting in many hours. Brigid brought up the idea of doing a special thank you for the Friends.
- Adopt-An-Author Program has already received some donations. Donors sponsor a favorite author and make a financial contribution to the FFHPL each time their author publishes a new book.

Finances
The Revenue/Expense Control Report was reviewed.



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**Board of Trustees
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The Revenue Report for the Town was reviewed.

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #5 Claims 103-127 for a total of \$37,002.03.

Seconded: Laura Osterhout

Motion carried

Committee Reports

None

Unfinished Business

None

New Business

Director Adrienne Pettinelli updated the board regarding the construction of the new library. Opening day will start with a book brigade beginning at the old library and walking to the new library.

Donations from Friends and Foundation of the Henrietta Public Library

Motion: David McNitt

To accept the following items into our 2019 budget:

\$1,200.00	L.7410.4.411 Library..Supplies
1,630.00	L.7410.4.418 Library..Contracted services
70.00	L.7410.4.480 Library..Children's Programs
500.00	L.7410.4.484 Library..Adult Events & Classes

Seconded: Doug Roesch

Motion carried

Adopt Safe Child Policy

The board discussed the Safe Child Policy Draft. Adrienne will bring a revised draft to the June meeting.

Board of Trustees
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Budget Transfer

Motion: Tina Thompson

To transfer \$4,000.00 from L.7410.4.479 Library..Teen Programs to L.7410.4.480
Library..Children's Programs.

Seconded: Linda Szczesniak

Motion carried

Evaluation of the Library Director

Motion: Laura Osterhout

To enter Executive Session at 6:25pm to discuss the employment of an employee.

Seconded: Sharon McCullough

Motion carried

The Board discussed the Library Director's evaluation and salary increase. The Board took no action during Executive Session. After the discussion, Tina Thompson made and Linda Szczesniak seconded a motion to leave Executive Session. The Board voted to leave Executive Session and re-enter the regular Board meeting at 7:02pm.

Adrienne Pettinelli and Lynn Neill rejoined the meeting.

Board President Laura Osterhout will present Adrienne with a written evaluation.

Motion: Laura Osterhout

That the library board increase the director's salary 4% for 2020.

Seconded: Tina Thompson

Motion carried

The next meeting is Tuesday, June 11, 2019 at 5:30pm.

The meeting was adjourned by consensus at 7:08pm.

Respectfully submitted,



Linda Szczesniak, Secretary



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Director's Report

May 2019

Issued 5/7/2019

Items of Note

- This year's town Memorial Day Parade will on Sunday, May 19. As in past years, we'll be lining up at noon at the high school to march at 1pm. We'd love to have you join us! If you can make it, please let Teen Librarian Ellen Glena know (ellen.glena@libraryweb.org). We'd like to have a strong presence with our new library coming online in just a couple months!
- On Wednesday, April 24, I did an update presentation on the library project at the Town Board meeting.
- As things stand with the building, construction should be done by the end of May/beginning of June. At that point, the library and town have much to do—setting up tech endpoints, receiving and installing furniture and shelving, making sure new systems work, and then actually moving. We should close for the move toward the end of June with a grand opening on one of the Saturdays in July. This phase of construction involves a million details and decisions, seemingly every day. The project's coming together beautifully, though, and I'll be excited to bring you all in for a tour after we get our certificate of occupancy.
- The Grand Opening team is planning something very special for the new library grand opening. Years ago, when the library moved from the town hall to our current location, we took the books over in a community volunteer brigade. For the grand opening, we are recreating the original book brigade! People will line up from the current library to the new library, across the back of the town campus, passing a copy of *Henrietta Heritage*. Participants will wear a colorful Commemorative Book Brigade button. The Grand Opening team, consisting of A/V Librarian Nancy Maxwell, Adult Events Coordinator Rosanne Rosella, Librarian Trainee Laura Dingman, Library Assistant Linda Dingman, and Children's Librarian Cathy Lathrop, has been hard at work to make the grand opening a memorable day for the Henrietta community.
- As the Children's Department makes plans to move into our new space, we are expanding and redesigning our collections. One of the collections we are most excited about is our Discover It Yourself (DIY) Collection, which features some non-traditional library items, like virtual reality headsets, a telescope, and a ukulele. This year, we are expanding the collection to include a metal detector, karaoke machine, a magic Harry Potter wand that teaches users how to code, and a full lemonade stand that families can bring home to set up. We're also including more items for the whole family, like an Instant Pot, an Air Fryer, and a travel adapter kit. Over the past year, the DIY



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Collection has been very popular, and we hope that patrons are as excited about these additions as we are.

Pop-Up Libraries

- April 4: Legacy at Erie Station (Library Assistant Linda Dingman and Audiovisual Librarian Nancy Maxwell)
- April 10: Technology Night at Winslow Elementary School (Librarian Trainee Laura Dingman and Technology Librarian Hannah Ralston)
- April 12: Teen Flashlight Egg Hunt at Henrietta Recreation Center (Library Clerk Erin Denham and Librarian Trainee Laura Dingman)
- April 13: Easter Egg Hunt at Tinker Nature Park (Circulation Supervisor Terry Hill, Library Clerk Debbie Work, Library Clerk Kathy Bartlett-Giuliano)
- April 27: Earth Day at Tinker Nature Park (Library Clerk Debbie Work and Library Clerk Dee Lowell)

Personnel Items (To Approve)

- Hannah Morrison resigned as a Substitute Library Clerk effective April 15, 2019.

Other Trainings and Events

- April 1-4: Town Required Training for Full-Time Library Staff (Sexual Harassment, Bloodborne Pathogens, Hazardous Communications)
- February 28-April 4: Supercharged Storytime Online Course provided by MCLS (Librarian Trainee Laura Dingman)
- April 8: Safe Talk Training with Pioneer Library System (Teen Librarian Ellen Glena)
- April 10: MCLS Juvenile Services Retreat at Central Library (Librarian Trainee Laura Dingman)
- April 12: Staff Customer Service Meeting (book donations and the FFHPL Book Shoppe update from VerKuilen Ager and Eva Slyngo; new building update; moving team update; event planners' updates and highlights; Discord chat tool training; youth services rooms statements; FFHPL's Adopt-an-Author program)
- April 18: Caring for the Mind: Providing Mental Health Information at Your Library at RRLC (Library Clerk Krishna Chakraborty)
- April 24: Public Good Tech to Combat Hate Speech through Caravan Studios (Technology Librarian Hannah Ralston)
- April 24: Cash Handling Training provided by MCLS staff at HPL (Assistant Director Alicia Reinhardt, Circulation Supervisor Terry Hill, Library Assistant Linda Dingman, Library Clerk Lynn Neill, Adult Events Coordinator Rosanne Rosella, Library Clerk Kristen Shepherd, Library Clerk Vicki Rusinko)

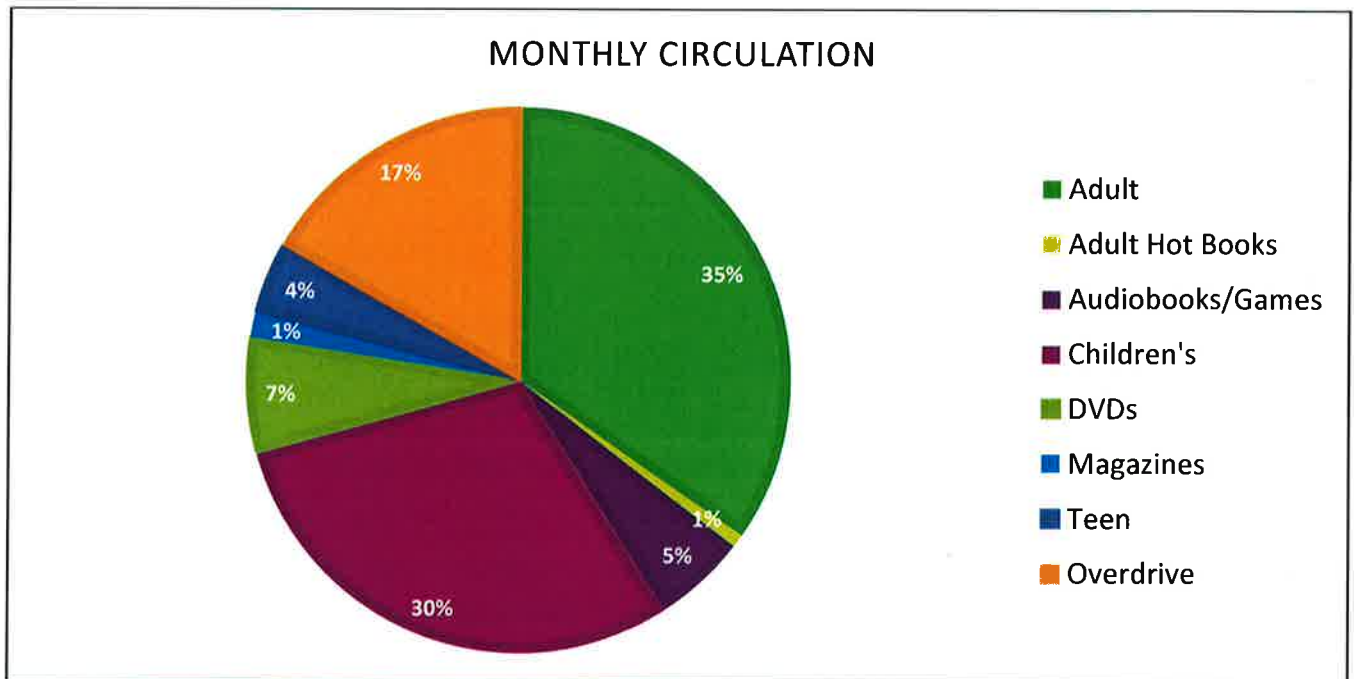
May 2019 Library Statistics

Computer PC Usage - 1,718

Volunteer Totals		
	# of Volunteers	# of Volunteer Hours
Adult	26	113.50

May	2018	2019
Door Count	20,098	18,407
Total Circulation	30,564	31,523
New Library Card	82	75
Updated Library Card	170	155
Registered Borrowers	11,625	11,201
Residents with Library Cards	22,045	21,765

Program Attendance is down because we're ramping down events so we can focus on our move.



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.