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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, April 12, 2017 6:15 p.m.

APPROVAL OF MINUTES - March 8, 2017
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

UNFINISHED BUSINESS

1. Foundation Update
2. Building Planning Update
3. Strategic Planning Update
4. Adding Public Comment to Order of Business Report and discussion

NEW BUSINESS

1. Guest: Ben Lafleur, Library Page
2. Consider Funding Buffer Social Media Management Platform for One Year (\$1,300)
Action: Pass resolution funding 12 months of Buffer (buffer.com), which the library will use to more efficiently manage its online presence across multiple platforms and obtain statistics and analytics that will allow us to more effectively target our messages and increase success. This is important to any organization at any point, but it is going to be critical as we move through our building process.
3. Communication with Board
Discussion: Is the way we're sharing board pre-reads working with you? Would you like us to scan and send the financials when they're done (usually the Friday or Monday before the meeting)? Are there any other improvements we can make to the way we're communicating?
4. NYS Annual Report
Action: Approve.
5. Line-By-Line Review of Revenue/Expense Control Report
6. Consider Adoption of Policy for Waiving Staff Fines
Action: Pass resolution adopting new policy.
7. Review Collection Development Policy
Action: Review with no changes.
8. Review Pages 1-7 of Personnel Manual (Preface-Credit Union)

9. Save Around Books



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Action: Consider adding sexual orientation and gender identify to the list of things the library does not discriminate based on in the equal opportunity employer paragraph on page 5. Approve changes by consensus; we will wait to pass a resolution approving the whole manual when we are done reviewing all sections.

FUTURE AGENDA ITEMS

1. Board Evaluates Library Director
2. Review Community Room Use Policy
3. Review Policy for Displays, Bulletin Board Materials, and Distribution of Non-Library Materials
4. Publish Annual Report
5. Participation in Town of Henrietta Memorial Day Parade

FUTURE ACTIVITIES

NEXT MEETING - May 10, 2017

ADJOURN



Brand Platform

Brand Essence People helping people learn

Brand Personality Creative, knowledgeable, enthusiastic, playful, 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.

Strategic Intent

We will create strong community support for a new library through exceptional services and resources.

Strategic Priority Areas

Sharing Stories
Target audience:
Heavy readers

Early Literacy
Target audience:
Children from prenatal-
grade 2 and their
families/caregivers

**Technology
Access**
Target audience:
Community members

**Developing Our
Brand**
Target audience:
Seekers, families,
funders, people in need

How-to
Target audience:
People who want to
learn how to do things



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**Board of Trustees
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Present: Brigid Ryan, Doug Roesch, Laura Osterhout, Linda Szczesniak, Sharon McCullough, Tina Thompson, Janet Zinck, Adrienne Furness, and Lynn Neill.

Absent: David McNitt

Guests: Ben Lafleur, Ellen Glena, and Mr. Gregory Brumfield

The meeting was called to order at 6:15 pm by President Tina Thompson.

The minutes of February 8, 2017 be filed as submitted.

Correspondence

None

Director's Report

Personnel Items

Motion: Laura Osterhout

To approve the personnel item as listed in the March Director's Report.

Seconded: Linda Szczesniak

Motion carried

The statistics were reviewed.

Adrienne passed around a copy of Library Assistant Cathy Lathrop's guest essay that appeared in the *Democrat & Chronicle*.

Adrienne asked the board if they wanted to march in the Memorial Day Parade. New HPL staff t-shirts are being ordered and can be worn in the parade.

Children's Librarian Laura Lintz will be presenting a session on our dinosaur, TR, at this year's Silo-Busting event on Tuesday, April 25 from 2:00-4:00pm at the Rochester Brainery.

Finances

The Revenue/Expense Control Report for February was reviewed. Bookkeeper Rosanne Rosella included a Revenue/Expense Control Report Explanation for the board.

The Revenue/Expense Control Report for March was reviewed.



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The February Revenue Report for the Town was reviewed.

The March Revenue Report for the Town was reviewed.

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #3 Claims 25-49 for a total of \$15,532.43.

Seconded: Brigid Ryan

Motion carried

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #4 Claims 50-79 for a total of \$17,882.95.

Seconded: Laura Osterhout

Motion carried

The CD's that were put into separate bank accounts total is \$133,514.32.

The partnership checking account net funds for 2/1/17 - 2/28/17 is \$7,417.81.

The restricted funds total is \$170.00.

PayPal checking account balance for 2/1/17 - 2/28/17 is \$194.34.

Motion: Tina Thompson

To accept the February Treasurer's Report.

Seconded: Sharon McCullough

Motion carried

The bank accounts total is \$133,514.32.

The partnership checking account net funds for 3/1/17 - 3/31/17 is \$7,190.81.

The restricted funds total is \$196.77.

PayPal checking account balance for 3/1/17 - 3/31/17 is \$261.40.

Motion: Linda Szczesniak

To transfer \$3.23 from unrestricted funds to restricted funds to cover the difference for the AV donation invoice.

Seconded: Brigid Ryan

Motion carried

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Motion: Laura Osterhout

To accept the March Treasurer's Report dated 4/12/17.

Seconded: Sharon McCullough

Motion carried

The Friends statement for 2/3/17 total balance of \$10,279.39

The Friends statement for 3/3/17 total balance of 10,862.15.

Unfinished Business

Foundation Update

Brigid Ryan is in the process of contacting the lawyer. The Friends board met with Brigid and made the modifications to their bylaws.

Building Planning Update

Adrienne said that biweekly building planning meetings have started.

Public Comment to Order of Business Report and Discussion

Thank you to Sharon McCullough for doing a wonderful job putting this draft together. Sharon will amend item #4 and the document will be adopted at the May meeting.

The updated Henrietta Public Library Strategic Plan 2016-2019 was reviewed.

New Business

Guest: Ben Lafleur, Library Page

- Has participated in a lot of workshops and meetings here at the library
- Biggest part of his job is to shelve returned books
- Helps with setting up for programs
- Works at the circulation desk
- Helps to bring in donations from patrons at the back door

Consider Funding Buffer Social Media Management Platform for One Year (\$1,300)

Motion: Sharon McCullough

To authorize the treasurer to purchase a prepaid credit card from Key Bank in the amount of \$1,300.00 from the partnership checking account unrestricted funds.

Seconded: Laura Osterhout

Motion carried



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Communications with Board

The Board prefers having their information emailed to them. Adrienne will continue to email her board information early and Bookkeeper Rosanne Rosella will email the financials once they are done.

2016 NYS Annual Report

Motion: Doug Roesch

To adopt this as the board's official 2016 Annual Report for the NYS Education Department.

Seconded: Linda Szczesniak

Motion carried

Line-By-Line Review of Revenue/Expense Control Report

This was reviewed when finances were being done.

Consider Adoption of Policy for Waiving Staff Fines

Motion: Laura Osterhout

To adopt the Policy for Waiving Staff Fines

Seconded: Brigid Ryan

Motion carried

Review Collection Development Policy

The Collection Development Policy was reviewed with no changes made.

Review Pages 1-7 of Personnel Manual

This section of the Personnel Manual was reviewed with a change made under the Administration section.

Save Around Books

Motion: Brigid Ryan

To approve the sale of the 2018 Save Around Books.

Seconded: Doug Roesch

Motion carried



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Committee Report

There were 51 entries received for the Minerva Campbell Literary Contest. (Private Schools 2, Ninth Grade Academy 3, Roth 21, Burger 7, and R-H Senior High 18). The underclass awards are Wednesday, May 17; senior awards Thursday, June 1, and the middle schools will be Monday, June 5. Janet has volunteered to do one of the middle school awards presentation. Tina can do the senior awards and if anyone else can volunteer please let her know.

The meeting was adjourned by consensus at 7:15 pm by President Tina Thompson.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brigid Ryan", written over a white background.

Brigid Ryan
Secretary