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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

Board of Trustees Meeting Agenda Wednesday, January 10, 2018 6:15 pm

Public Comment

Approval of Minutes - December 13, 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

New Business

1. Discussion of Foundational Documents (Provisional Charter, Absolute Charter, 1996 Charter Amendment, 2010 Charter Amendment)
2. Election of officers
Action: Elect new slate of officers.
3. Library Trustees Association of New York State Membership (\$225.00)
Action: Pass resolution to renew LTA membership.
4. Review Board Bylaws and Statement of Policy
Action: Record as reviewed with no changes.
5. Review/Sign Conflict of Interest Statement
Action: Review and sign statements.
6. Authorize Library Director to Sign Contracts
Action: Pass resolution authorizing Director to sign contracts. (Last year, the Board authorized the Director to sign contracts up to \$25,000 for the fiscal year.)
7. Authorize Library Director to Pay Payroll Prior to Audit
Action: Pass resolution to authorize Director to pay payroll prior to audit. (This is necessary because we need to pay payroll every two weeks.)

Public Comment



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Future Agenda Items

1. Minerva Campbell Literary Contest
2. Review Conference Policy
3. Review Donations and Investment Policy
4. Review Draft of Annual Report

Future Activities

Next Meeting - February 14, 2018

Adjourn



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Present: Laura Osterhout, Linda Szczesniak, Brigid Ryan, Adrienne Furness, Tina Thompson, Sharon McCullough, David McNitt, Scott Adair, and Lynn Neill

Excused: Doug Roesch

Guest: Gregory Brumfield

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

Public Comment

None

Scott Adair was welcomed as the library's new Town Board Liaison.

The minutes of December 13, 2017 were filed as submitted.

Correspondence

A thank you note was sent to the library employees for participating in the Henrietta Food Cupboard Holiday Basket program.

Janet Zinck sent a thank you to the board upon her retirement from the Town Board and as the library's liaison.

Director's Report

The Director's Report was reviewed.

Adrienne showed the board some of the sample materials that will be used in the new building.

The December statistics were reviewed.

In honor of 50 years at the Henrietta Campus and Henrietta's Bicentennial the RIT's Industrial Design Department will be designing an interactive piece of furniture for the children's room in the new library.

Inventory Items

Motion: Sharon McCullough

To request that the Town Board declare the following inventory items as listed in the director's report as surplus:

#2193 Paperback Rack 1993

#2597 Book Rack - 3 Tier Wooden 1990

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#8043 HP Notebook Computer 2009

#8044 HP Notebook Computer 2009

#8170 Nook E-reader 2011

#8171 Kindle Fire E-reader 2012

#8174 Sony E-reader 2012

Seconded: Brigid Ryan

Motion carried

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

Tina Thompson did go through the library bills this time since Doug Roesch was excused.

Payment of Library Bills

Motion: Tina Thompson

To approve Abstract #12 Claims 294-313 for a total of \$7,424.54.

Seconded: Laura Osterhout

Motion carried

Payment of Library Bills

Motion: Tina Thompson

To approve Abstract #1 Claims 1-11 for a total of \$21,348.48.

Seconded: Linda Szczesniak

Motion carried

The total of the bank accounts at Five Star is \$99,761.47.

The PayPal checking account balance for 12/1/17 - 12/31/17 is \$217.87.

The Partnership Checking Account net unrestricted funds for 12/1/17 - 12/31/17 is \$9,532.49. Adrienne will check with Doug about the Robert McCullough donation which was not listed in the report.

The Friends statement for 12/4/17 shows a total balance of \$12,252.32.

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Committee Reports
None

Unfinished Business
Foundation Update

Brigid asked to have the Foundation Update moved from Unfinished Business. It was decided to have it follow the Director's Report. The Foundation made \$3144.60 from ROC the Day. Other sources of income will be coming from the bicentennial sponsorships. If you have given out a sponsorship brochure, Brigid would like to know the company and contact person in order to keep a list that will help her with the follow-up.

New Business

Copies of the library charters were reviewed. Adrienne is planning on having the original Provisional Charter of Henrietta Public Library granted February 28, 1958, the Absolute Charter of Henrietta Public Library granted March 29, 1963, the Henrietta Public Library Amendment of Charter granted March 13, 1996, and the Henrietta Public Library Amendment of Charter granted June 22, 2010 framed and displayed in the new library.

Election of Officers

Motion: Tina Thompson

To direct the secretary to cast a single ballot for the Slate of Officers for 2018 as presented:
Laura Osterhout, President; David McNitt, Vice President; Linda Szczesniak, Secretary;
Doug Roesch, Treasurer.

Second: Sharon McCullough

Motion carried

Library Trustees Association of New York State Membership (\$225.00)

Motion: Brigid Ryan

To approve the expenditure of \$225.00 from partnership checking account unrestricted funds to renew the Library Trustee Association organizational membership.

Second: Laura Osterhout

Motion carried

Board Bylaws and Statement of Policy

Discussion on the Board Bylaws with some changes suggested. The Board Bylaws will be amended and submitted next month for approval.

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Statement of Policy

The Statement of Policy was reviewed with no changes made.

Reviewed Conflict of Interest Statement and each board member signed their copy.

Authorize Library Director to Sign Contracts

Motion: Linda Szczesniak

To authorize the director to sign contracts up to \$25,000 for fiscal year 2018.

Seconded: David McNitt

Motion carried

Authorize Library Director to Pay Payroll Prior to Audit

Motion: Laura Osterhout

Authorize the director to pay payroll prior to audit for fiscal year 2018.

Seconded: David McNitt

Motion carried

David brought up the importance of the Statement of Policy of the Board of Trustees.

Public Comment

None

The meeting was adjourned by consensus at 7:05pm.

Respectfully submitted,



Linda Szczesniak, Secretary

Director's Report

January 2018

Issued 1/4/2018

Items of Note

- Much of our collective effort this last month has gone into planning for the new building, working to finalize the plans for wiring, plumbing, and the overall shape of the furniture and shelving layouts. This has been a massive effort, and almost all our staff have been involved in some way or another—either directly or by pitching in to cover for the people who are doing the bulk of the planning work. I continue to be so proud of our staff and the way they're all working hard to make sure the current library continues to run well while we plan for the future.
- We had strong attendance at our December Continuing Education class, during which Children's Librarian Laura Lintz presented her enlightening Grow-a-Reader early literacy presentation to library staff.
- The children's department's annual Noon Year's Eve event on Dec. 30 once again packed our community room with happy families dancing and ringing in noon with confetti.

Surplus (To Approve)

- #2193 Paperback Rack 1993
- #2597 Book Rack - 3 Tier Wooden 1990
- #8043 HP Notebook Computer 2009
- #8044 HP Notebook Computer 2009
- #8170 Nook E-reader 2011
- #8171 Kindle Fire E-reader 2012
- #8174 Sony E-reader 2012

Selected Meetings, Trainings, and Events Attended

- 12/11: Two Building Planning Meetings at Passero (morning and afternoon)
- 12/12: Meeting with Todd Baker, Town Communications Director
- 12/12: Meeting with Assistant Directors Jen Barth and Alicia Reinhardt
- 12/13: Meeting with Craig Eckert, Town Engineer (New Library Site Plan)
- 12/14: Meeting with Director and Trustees of the Victor Library
- 12/15: Town Staff Meeting
- 12/18: Building Planning Meeting (Security)
- 12/18: Town Board Workshop



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- 12/19: Meeting with Fusion Digital
- 12/19: Friends and Foundation of the Henrietta Public Library Meeting
- 1/2: Town Board Workshop
- 1/3: Town Board Meeting
- 1/4: Meeting with RIT Team
- 1/4: Meeting with Children's Librarians Annalise Ammer and Laura Lintz



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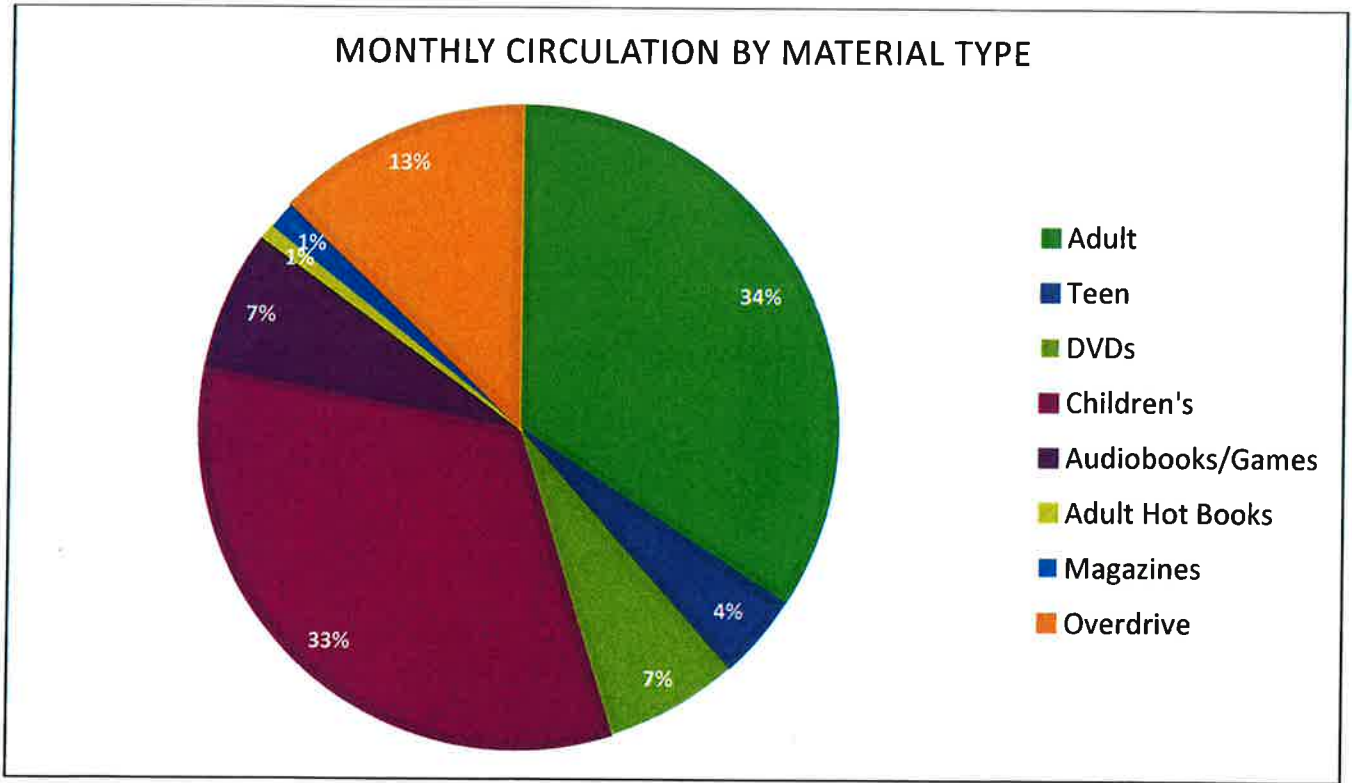
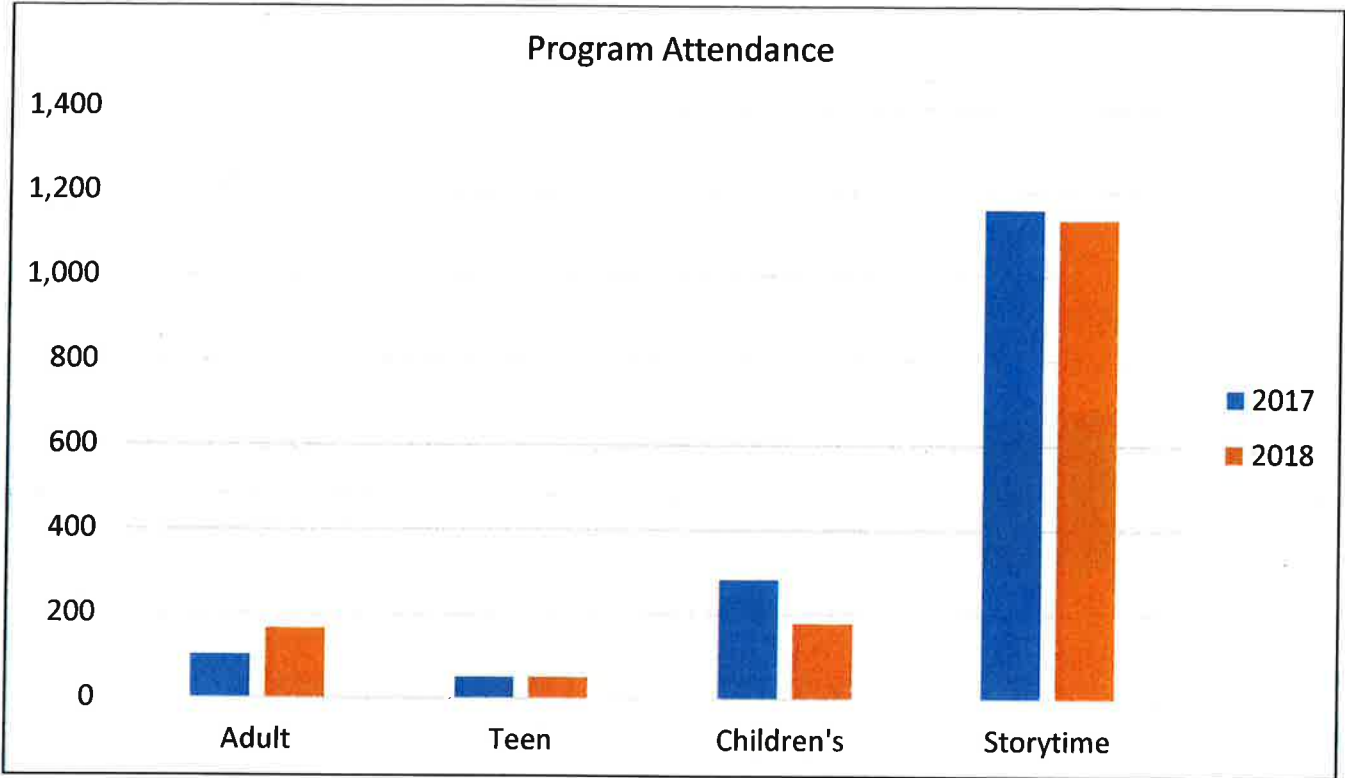
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January 2018 Library Statistics

Computer PC Usage - 1,698

2018 Volunteer Totals						
Month	# of Teen Volunteers	# of Teen Volunteer Hours	# of Adult Volunteers	# of Adult Volunteer Hours	Total # of Volunteers	Total # of Volunteer Hours
January	14	13	14	66	28	79

January	2017	2018
Door Count	16,132	18,742
Total Circulation	30,920	31,196
New Library Card	85	78
Updated Library Card	247	182
Registered Borrowers	12,630	11,895
Residents with Library Cards	22,524	21,769



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