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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**Board of Trustees Meeting Agenda
Wednesday, February 7, 2018
6:15 p.m.**

Public Comment

Approval of Minutes - January 10, 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
4. Trustee Accounts
5. Trustee Endowment
6. Friends Account

Committee Reports

Unfinished Business

1. Bylaws of the Board of Trustees
Action: Approve changes brought up at January 10, 2018 meeting.

New Business

1. Minimum Standards for New York's Public Libraries
2. Presentation on First Amendment/Library Bill of Rights
3. Opening on Fridays at 9am
Discuss possibility of opening the library at 9am on Fridays starting June 29, 2018.
4. Resolution re: Transfer of Funds to Friends and Foundation of the Henrietta Public Library

Public Comment

Future Agenda Items

- ~~1. Review Personnel Manual~~

Future Activities

Next Meeting - March 7, 2018

Adjourn



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

The meeting was called to order at 6:15pm by President Laura Osterhout.

Public Comment
None

The president directed that the minutes of January 10, 2018 be filed as submitted.

Correspondence

An email was received from a participant in the Men in Transition group praising Laura Lintz and Laura Dingman for their presentation they did on January 30 at the Jewish Community Center.

Director's Report

The Director's Report was reviewed.

New t-shirts are being ordered for the staff and the board was invited to order shirts as well.

Inventory Items

Motion: Laura Osterhout

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

#3601 Amplifier-Rechargeable Portable Wireless 2002

Seconded: Tina Thompson

Motion carried

Friends and Foundation of the Henrietta Public Library Report

Brigid said the foundation is continuing their efforts for sponsorships.

Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

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Doug Roesch reviewed the library bills.

Payment of Library Bills

Motion: Linda Szczesniak

To approve Revised Abstract #12 part 2 Claims 294-313 for a total of \$7,446.52.

Seconded: Brigid Ryan

Motion carried

Payment of Library Bills

Motion: Laura Osterhout

To approve Abstract #2 Claims 12-31 for a total of \$16,169.57.

Seconded: Sharon McCullough

Motion carried

The safety deposit box at Five Star is where the microfilm of the HPL Board Minutes are stored.

Safety Deposit Box

Motion: Tina Thompson

To pay \$40.00 from unrestricted funds partnership checking account for the renewal of the board's safe deposit box at Five Star Bank through March 1, 2019.

Seconded: Sharon McCullough

Motion carried

Replenishment of Water and Stamps

Motion: Linda Szczesniak

To authorize the treasurer to give Lynn Neill \$20 from unrestricted funds in the partnership checking account to purchase water and stamps for the board for the year 2018.

Seconded: Sharon McCullough

Motion carried

The safety deposit box renewal and supplies for 2019 will become part of the library budget.

The total of the bank accounts at Five Star is \$99,756.47.

Motion: Doug Roesch

To transfer the current balances of the 3 CDs at Five Star Bank in the amount of \$99,756.47 to the Friends and Foundation of the Henrietta Public Library account and then close these accounts.

Seconded: Brigid Ryan

Motion carried

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The PayPal checking account balance for 1/1/18 - 1/31/18 is \$690.15.

The Partnership Checking Account net unrestricted funds for 1/1/18 - 1/31/18 is \$9,182.49.

The Friends statement for 1/4/18 shows a total balance of \$12,836.52.

Committee Reports

None

Unfinished Business

Revised Bylaws of the Board of Trustees

Motion: Tina Thompson

To approve the changes made to the Bylaws of the Board of Trustees.

Seconded: Doug Roesch

Motion carried

New Business

Minimum Standards for New York's Public Libraries

The Board reviewed the Minimum Standards for New York's Public Libraries. The Henrietta Public Library is meeting these standards.

Presentation on First Amendment/Library Bill of Rights

Adrienne did a presentation on First Amendment/Library Bill of Rights and also included The Freedom to Read Statement and Freedom to View Statement.

Opening on Fridays at 9am.

The Board endorses the library opening early on Fridays starting June 29, 2018.

Motion: Tina Thompson

That the library will open at 9am on Fridays starting June 29, 2018.

Seconded: Doug Roesch

Motion carried

Laura mentioned that MCLS (Monroe County Library System) as part of their strategic plan would like scheduled regular meetings for library trustees to discuss shared concerns and achievements. Their plan is to start this in 2019. Laura talked with a trustee from Penfield Public Library about possibly meeting informally sooner. She will let the board know when she hears anything.



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Public Comment
None

The meeting was adjourned by consensus at 7:25pm.

Respectfully submitted,

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

Linda Szczesniak, Secretary

Director's Report February 2018

Issued 2/1/2018

Items of Note

- January 16-20, groups of students in the Industrial Design program at RIT competed in the school's annual T-Minus event to design a piece of furniture for the children's room in our new library that would commemorate the relationship between RIT and Henrietta, Henrietta's Bicentennial, and the 50th Anniversary of RIT's Henrietta location. The design had to use wood from an oak tree that fell on campus in this last spring's wind storm. The winning concept is called Sprout (image included in your packets); we will be holding meetings with RIT soon to talk about how we might move this concept forward.
- In other news, the architects and the rest of the design team have been working hard to get the plans for the new library 100% completed, and the Town Board provisionally awarded the contracts for the foundation and steel packages at their January 24 meeting. (I e-mailed you all a copy of the resolutions.) Our Department of Public Works crew has been working on the library site on the days when the temperature is above freezing and are almost done creating the pad that the foundation crews will need to do their work.
- Assistant Director Alicia Reinhardt shares this heartwarming story from a couple weeks ago: "A gentleman called in the morning to have a tech tutor that day for some help with formatting in Microsoft WORD. It ended up that he was working on a formatting problem in his doctoral dissertation, and he had been working on it for days and was so frustrated. We spent 1 1/2 hours on it, but eventually solved the problem. He was so relieved and happy that he actually started crying. He kept saying that it meant so much to him that I was willing to help him problem solve until we got it. I was glad to help him and super glad that we solved it without any harm to his dissertation!"
- Assistant Director Jen Barth shared a story from one of her Tech Tutors this past month: "As a Tech Tutor, I was scheduled to help a patron who wanted to do some tricky save and upload things on her iPad. In my years of experience helping people with tablets, I have never come across this particular user need. After some Google searching and testing on staff iPads, I figured out how to do it and was able to help the patron accomplish her goal. It's a little thing, but finding a way to make technology work for people is a thing I truly enjoy. It also helps that I am extremely stubborn and refuse to be beaten by technology."
- This past fall, the Children's Department performed a survey of community members asking them what sorts of programs and services they valued in their community. In response, they are testing new programs this winter and spring. Children's Librarian Laura Lintz says, "Our new Kids Volunteer

program is one of our biggest hits so far. It's geared towards children ages 5-8, and each month, the club performs a service-based activity. This program has responded to a community need, as many survey respondents mentioned that they were interested in their children developing empathy. We are also shifting the times of many of our programs to match families' busy schedules. We are regularly offering children's programs three Saturdays per month, and several of our tween programs in the evenings, with dinner provided. Listening to the needs of the community in a proactive way is something that we have put a lot of effort into doing, and we are hopeful that the community lets us know what they think!"

- On Thursday, January 18, A/V Librarian Nancy Maxwell held her first book club meeting for about twenty HPL patrons. Nancy says, "I had no idea really how many people would come - our original newsletter article came back with 60 plus people interested! I worried that I would not have enough copies of the first book, *Small Great Things* by Jodi Picoult, but I did. I thought of all kinds of worrisome details, like should we have refreshments, nametags, etc. Needless to say, everything went very well. I learned that we have some very thoughtful and intelligent readers, many of whom I had not encountered in the library before. By the way, you really should read this novel. It is about a twenty-year veteran black nurse who is accused of murdering the first-born baby of a white supremacist couple. Only Jodi Picoult can make her readers ask themselves: 'Am I a racist?'"
- Teen Services Librarian Ellen Glenna shares this story from early January: "I was setting up for a teen book discussion program on a Tuesday late afternoon at the beginning of January when one of my favorite teens (don't quote me 😊) came over and asked to talk to me. She was so excited that she couldn't stand still or stop smiling. She said, 'Guess what Mrs. Glenna, I got my acceptance letter to John Hopkins University today! I'm going to be a doctor!' I said CONGRATULATIONS!!! She told me that only 11% of students who apply get accepted. After we both calmed down, she quietly thanked me for supporting her and being there for her. I was deeply touched."
- On January 30, Children's Librarian Laura Lintz and Library Assistant Laura Dingman did a presentation on the library and its services for the JCC "Men in Transition" group. The group was so excited about the presentation and pleased with both Lauras' work that one member e-mailed to tell me so within an hour, and another member called a couple hours later to tell me in person what a wonderful library and staff we have here. I told them both thank you and that I quite agree! This is what successful outreach looks like.
- We are in the process of getting ready to order our next round of HPL t-shirts with an "HPL Under Construction" design. (Thank you to Clerk Matthew Hoople for putting this together!) Shirts will be approximately \$7 each; I'll bring the order form to the February Board meeting for any of you who would like to order one.



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Pop-Up Libraries

- January 10: Technology Night at Fyle Elementary School (Children's Librarian Annalise Ammer)
- January 12: RochesterWorks! 10th Annual Greater Rochester Job Fair @ MCC (Teen Services Librarian Ellen Glena)
- January 19: Recreation Department's Indoor Winter Carnival (Assistant Director Jen Barth)

Other Trainings and Events

- January 19: Customer Service Meeting (The Cash Handling Team explained changes in the way staff will handle financial transactions at the circulation desk.)
- January 30: State of the Town Address and Luncheon (Assistant Director Jen Barth, Assistant Director Alicia Reinhardt, several Library and Foundation board members, and I attended.)

Surplus (To Approve)

- #3601 Amplifier-Rechargeable Portable Wireless 2002

Selected Meetings, Trainings, and Events Attended

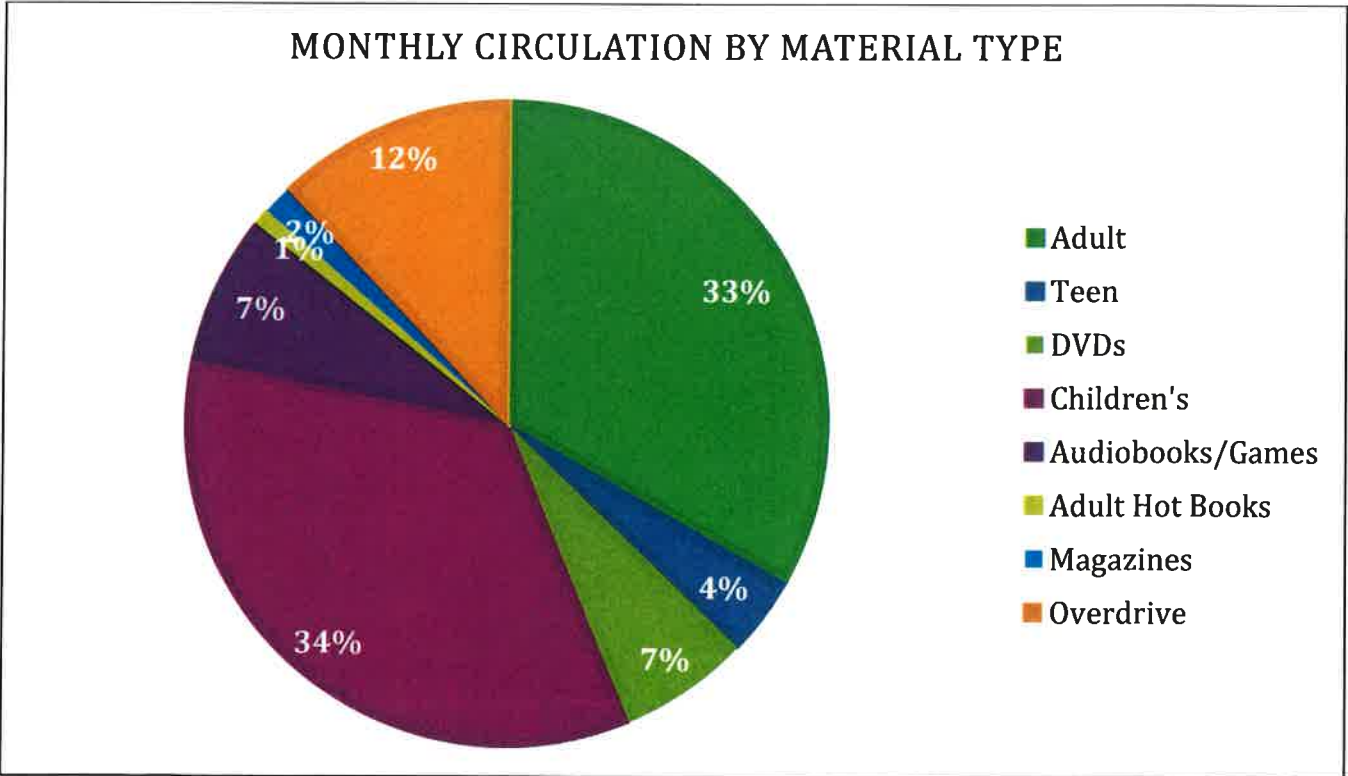
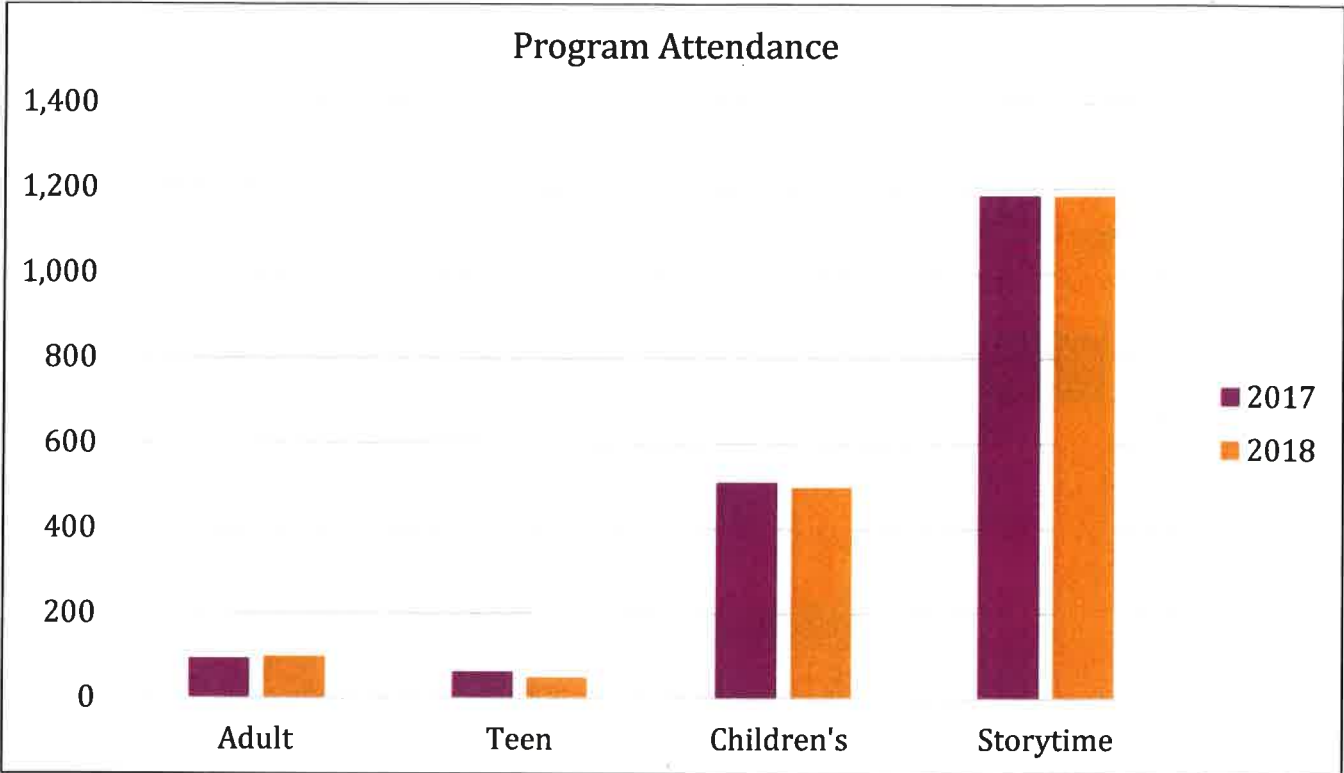
- 1/9: Building Planning Meeting
- 1/9: Bicentennial Committee Meeting
- 1/16: Town Board Special Meeting
- 1/17: Meeting with Town Finance Officer Linda Salpini and Cash Handling Team
- 1/17: Town Wellness Committee Meeting
- 1/17: Building Planning Meeting
- 1/18: Small Business Summit (Sponsored by Senator Patrick Gallivan)
- 1/18: Training with Bob Freeman from the Committee on Open Government
- 1/19: Town Department Heads Meeting
- 1/19: Customer Service Meeting
- 1/20: Attend RIT Student Presentations for T-Minus Project
- 1/22: Meeting with Town Supervisor Steve Schultz
- 1/22: Strategic Planning Meeting
- 1/23: Building Planning Meeting
- 1/24: Friends and Foundation of the Henrietta Public Library Meeting
- 1/25: Meeting with Annie Chwiecko and Phyllis Wickham from Senator Patrick Gallivan's Office
- 1/26: Town Department Heads Meeting
- 1/30: State of the Town Address and Luncheon
- 1/31: eCode 360 Training
- 2/2: Reference Staff Meeting

February 2018 Library Statistics

Computer PC Usage – 1,700

2018 Volunteer Totals		
Month	# of Volunteers	# of Volunteer Hours
Teen	13	33
Adult	15	95
Total	28	128

February	2017	2018
Door Count	16,473	19,372
Total Circulation	30,958	29,594
New Library Card	90	91
Updated Library Card	206	159
Registered Borrowers	12,630	11,863
Residents with Library Cards	22,627	21,838



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