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Henrietta Public Library
455 Calkins Road
Rochester, NY 14623

**BOARD OF TRUSTEES MEETING AGENDA
WEDNESDAY, MARCH 7, 2018
6:15 p.m.**

Public Comment

Approval of Minutes - February 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
4. Trustee Accounts
5. Trustee Endowment
6. Friends Account

Committee Reports

Unfinished Business

New Business

1. Guest: Steve Schultz, Henrietta Town Supervisor
2. Social Justice Presentation (Alicia Reinhardt, Henrietta Assistant Director; Laura Lintz, Henrietta Children's Librarian; Matt Krueger, Irondequoit Children's Librarian)
3. 2019 Budget Considerations and Calendar

Actions: Discuss considerations and calendar; make any necessary additions or amendments.

4. Develop an Opioid Overdose Prevention Policy

Actions: Decide whether we'd like to create an Opioid Overdose Prevention Policy, and, if yes, decide whether to authorize the Director to develop a draft policy for consideration in April or form a committee to develop a draft policy for consideration in April.

5. Approve 2017 NYS Annual Report

Action: Approve 2017 NYS Annual Report

Public Comment

Next Meeting - April 4, 2018

Adjourn



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Board of Trustees
Minutes of March 7, 2018
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Present: Adrienne (Furness) Pettinelli, Doug Roesch, Laura Osterhout, Linda Szczesniak, Tina Thompson, David McNitt, Scott Adair, Sharon McCullough, Brigid Ryan and Lynn Neill

Guests: Supervisor Steve Schultz, Matt Krueger, Irondequoit Children's Librarian, Laura Lintz, Henrietta Children's Librarian, and Alicia Reinhardt, Henrietta Library Assistant Director

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

Public Comment
None

The president directed that the minutes of February 7, 2018 be filed as submitted.

Correspondence
None

Director's Report

The groundbreaking ceremony for the new library will be Tuesday, March 20 at 11am.

Adrienne will bring a thank you for the developers to April's meeting for the board to sign.

Adrienne mentioned statistics for the door count has gone up due to the new counter that has been installed and working correctly.

Personnel Items

Motion: Tina Thompson

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

Seconded: Laura Osterhout

Motion carried

Sharon asked if any of Minerva Campbell's family was in the area. Tina said Minerva Campbell had moved in the 60's to Westchester to live near her daughter. It would have been nice to have someone from her family present when the road behind the library was named Minerva Campbell Way.

Friends and Foundation of the Henrietta Public Library Report

None - The board was unable to meet last week.



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Finances

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

Doug Roesch reviewed the library bills.

Payment of Library Bills

Motion: Doug Roesch

To approve Abstract #3 Claims 32-53 for a total of \$17,846.03.

Seconded: Tina Thompson

Motion carried

Doug will transfer the 3 bank accounts to the Friends and Foundation of the Henrietta Public Library account. The balance as of 3/7/18 is \$99,716.47.

The safety deposit box at Five Star Bank was renewed through March 1, 2019.

Overage in Restricted Funds

Motion: Tina Thompson

To approve the transfer of \$4.17 to the Janis Butts large print donation and \$4.98 to the Lola Darmon A/V donation from unrestricted funds to the restricted partnership checking account to cover the invoices overage.

Seconded: David McNitt

Motion carried

The PayPal checking account balance for 2/1/18 - 2/28/18 is \$690.15.

The Partnership Checking Account net unrestricted funds for 2/1/18 - 2/28/18 is \$9,212.49.

Doug has no more checks for the Board's partnership checking account.

Motion: Tina Thompson

To authorize the treasurer to spend an amount not to exceed \$100.00 to purchase checks for the board's unrestricted partnership checking account at KeyBank.

Seconded: Brigid Ryan

Motion carried



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The Friends statement for 2/2/18 shows a total balance of \$12,858.14.

Committee Reports
None

Unfinished Business
None

New Business

Henrietta Supervisor Steve Schultz was invited to come and meet the library board. He updated the board on the new library building's progress.

A Social Justice Presentation to the library board was done by Matt Krueger, Irondequoit Children's Librarian, Laura Lintz, Henrietta Children's Librarian, and Alicia Reinhardt, Henrietta Assistant Director.

2019 Budget Considerations and Calendar was presented to the Board for review.

Develop an Opioid Overdose Prevention Policy

Laura Osterhout and Sharon McCullough volunteered to work on writing a draft library policy for Opioid Overdose Prevention.

Approve 2017 NYS Annual Report

Motion: Tina Thompson

To approve the 2017 New York State Annual Report.

Seconded: Linda Szczesniak

Motion carried

Public Comment
None

The meeting was adjourned by consensus at 8:19pm.

Respectfully submitted,

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

Linda Szczesniak, Secretary

Director's Report

March 2018

Issued 3/2/2018

Items of Note

- Some big news for me is that I have changed my name back to my family name, Pettinelli. My new e-mail is adrienne.pettinelli@libraryweb.org. I've had my late husband's name for 25 years, so it's probably going to take me a while to get used to the change myself, but I'm pleased to have this piece of my identity back.
- On February 26, the Town closed on the land for our new library, so work can finally begin on site. The general trades packages are out to bid right now; the bid opening will be on March 13 at 2:00pm.
- On February 27 and 28, I went to Albany for the annual library lobby day. While there, I attended training for the NYS library construction aid program, the New Yorkers for Better Libraries Gala, and meetings with legislators and their staff.
- On February 28, the Town Board passed a resolution officially naming the access road that will run behind the new library Minerva Campbell Way, after our first board president. This was also the library's 60th anniversary of its original charter, and we had a lovely crowd of board members, staff, and volunteers there to celebrate with cake after the meeting.
- The Children's Department debuted its new Family MakeBelieve Playtime program on Saturday, February 10. It was a great success, with 48 happy attendees. The program strives to enhance children's early literacy success through imaginative play. For our first session, the Children's Department transformed our Community Room into a vet's office, complete with X-Rays, a reception desk, grooming station, and stuffed animal injury repair center. We borrowed several items from the Toy Library to truly bring our program to life and can't wait to work with them again. This was a great beginning for a new program that is addressing a need for Saturday family programming in our community.
- On one of her regular Tuesday mornings manning the children's area reference desk, A/V Librarian Nancy Maxwell did a "dramatic" reading of Mo Willems' *There is a Bird On Your Head* with Children's Librarian Annalise Ammer in her storytime. What a fun time it was to connect with almost 60 people of all ages!
- On February 22nd, the children's department celebrated the Winter Olympics by hosting a Tween Olympiad program. As the kids entered the program they randomly selected a country to represent. We prepared several group activities that represented various Winter Sports. The activities included speed skating relay, ice hockey, curling, snowboarding, and making their own edible gold medals! All of the games were cooperative and the kids (and librarians) had a ton of fun! Overall we had 16 people

attend. This program is part of our work to improve the quantity and quality of programming for school-aged children.

Pop-Up Libraries

- February 1: Library Outreach providing circulation services to Legacy at Erie Station (Librarian Nancy Maxwell and Library Clerk Linda Dingman)
- February 3: Teen Night Out at Recreation Center (Librarian Assistant Laura Dingman and Library Clerk Amy Lafleur)
- February 10: Valentine's Day Party at Recreation Center (Library Clerk Lynn Neill, Library Clerk Kristen Shepherd, and Library Assistant Cathy Lathrop as TR Henri)

Other Trainings and Events

- February 8: Circulation Services Training (Library clerks Amy Lafleur and Matthew Hoople attended the No Hit Training at Central.)
- February 16: Continuing Ed Training (In her Library 101 presentation, Library Director Adrienne Furness gave a history of Henrietta Public Library's charter, as well as an explanation of NYS Standards for registration of public, free association, and Indian libraries; ALA Library Bill of Rights; ALA Freedom to Read Statement; and ALA Freedom to View Statement.

Personnel (To Approve)

- Anna Crawford has resigned her position as a Library Page effective February 8, 2018.
- Jaiden Tripi has been terminated as a Library Page effective February 19, 2018. (Jaiden left on good terms. He just moved out of town with very short notice, and we did not receive a letter of resignation from him.)
- Dacy Shute will be joining our staff as a Library Page effective February 20, 2018 at a rate of \$10.40/hour.
- Stacie Bonacci has resigned her position as a Library Page effective February 28, 2018.

Selected Meetings, Trainings, and Events Attended

- Feb. 6: Building Team Meeting
- Feb. 7: Henrietta Chamber of Commerce Board Meeting
- Feb. 7: Budget Meeting for Henrietta Bicentennial
- Feb. 9: Town Department Heads' Meeting
- Feb. 9: Reference Staff Meeting
- Feb. 12: Town Board Workshop
- Feb. 13: Town Wellness Committee Meeting



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- Feb. 13: Electric Vehicle Charging Station Meeting
- Feb. 13: Bicentennial Committee Meeting
- Feb. 14: Presentation to Town Board/Library Board About Finalized Library Plans
- Feb. 14: Town Board Meeting
- Feb. 16: Continuing Ed Session for HPL Staff (Library 101)
- Feb. 20: Building Planning Meeting
- Feb. 23: Town Department Heads' Meeting
- Feb. 26: Closing on the Land for the New Library
- Feb. 26: Town Board Workshop
- Feb. 27: Library Construction Aid Training in Albany
- Feb. 28: Library Lobby Day in Albany
- Feb. 28: Town Board Meeting



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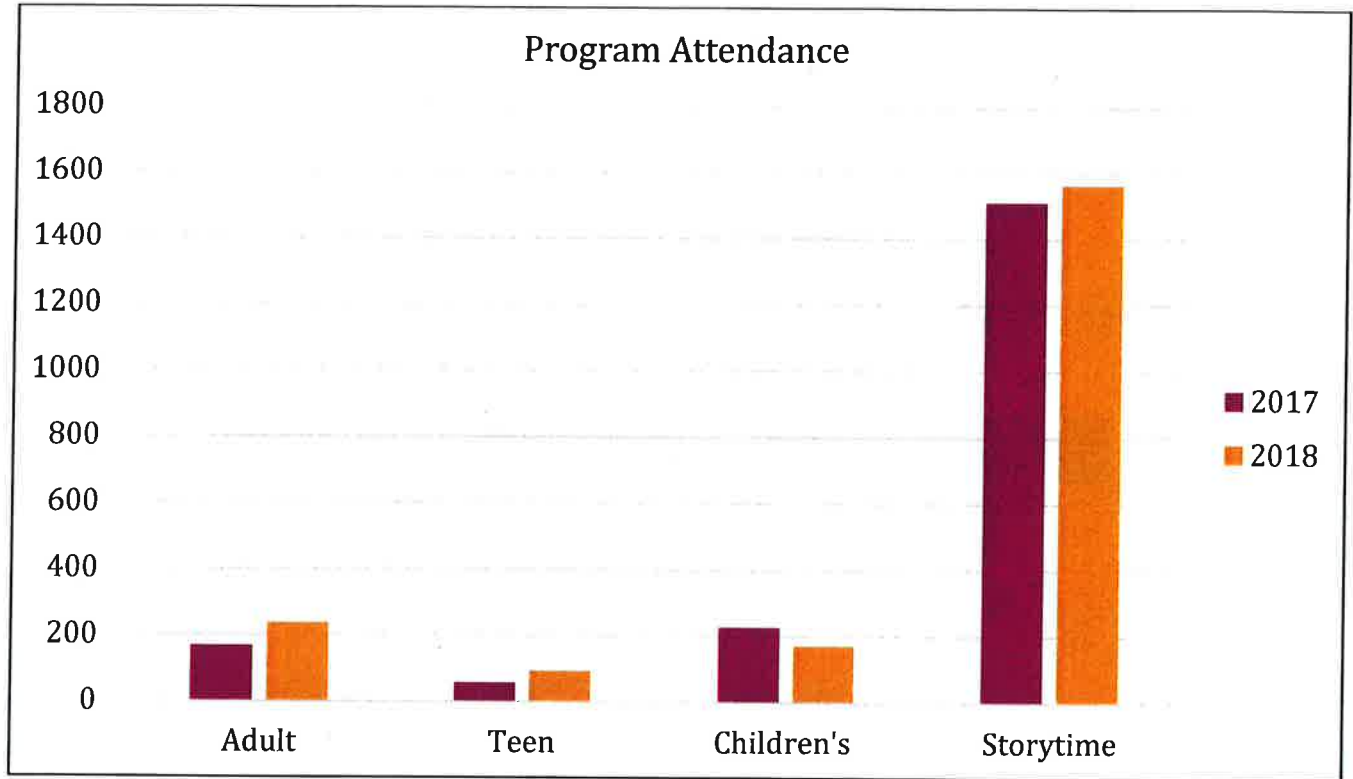
March 2018 Library Statistics

Computer PC Usage – 1,801

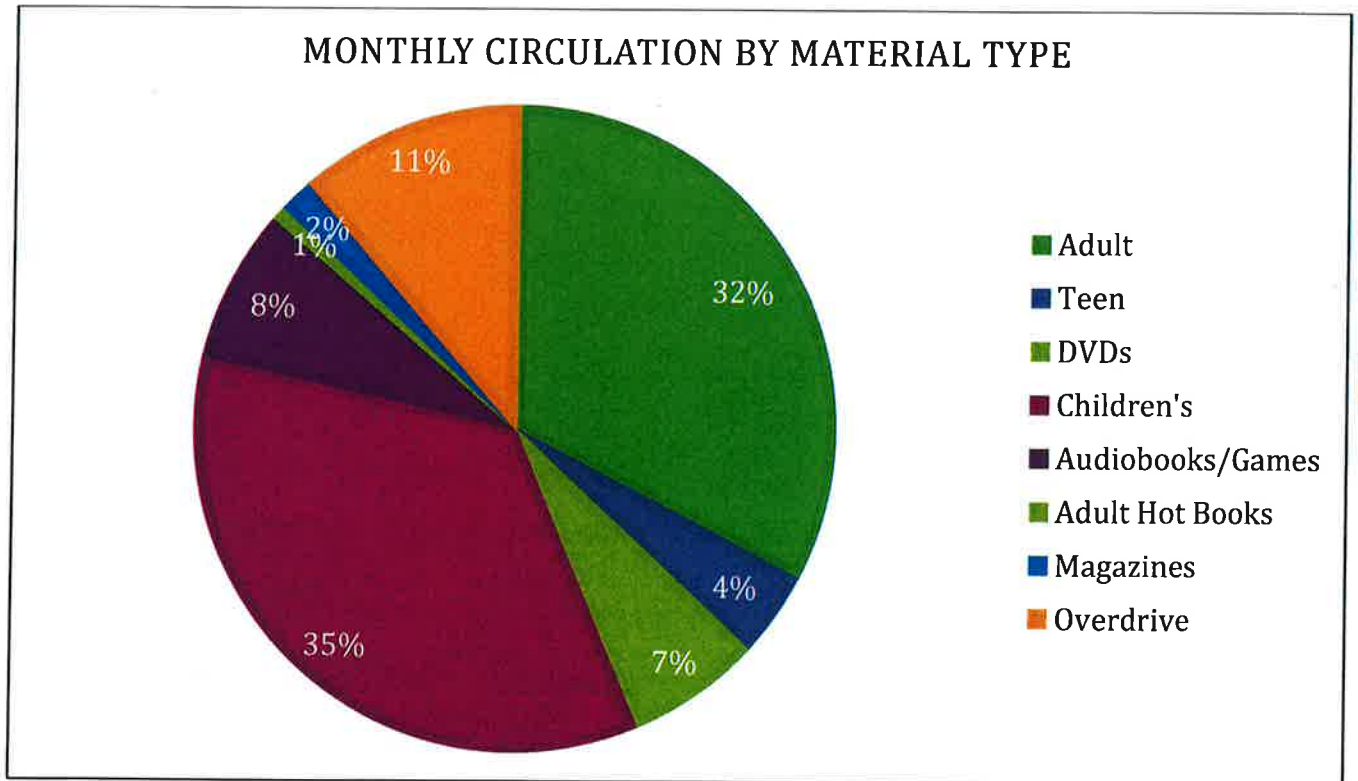
2018 Volunteer Totals		
Month	# of Volunteers	# of Volunteer Hours
Teen	18	31
Adult	18	91
Total	36	122

March	2017	2018
Door Count	18,044	21,146
Total Circulation	32,679	33,960
New Library Card	76	76
Updated Library Card	188	163
Registered Borrowers	12,502	11,810
Residents with Library Cards	22,687	21,886

Program Attendance



MONTHLY CIRCULATION BY MATERIAL TYPE



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