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Henrietta Public Library  
455 Calkins Road  
Rochester, NY 14623

**BOARD OF TRUSTEES MEETING AGENDA  
WEDNESDAY, APRIL 4, 2018  
6:15 p.m.**

**Public Comment**

**Approval of Minutes - March 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. Privacy, Confidentiality, and Libraries Presentation
2. Opioid Overdose Prevention Policy Draft

Pre-read: Opioid Overdose Prevention Policy Draft and Seymour Library First Aid Policy.

Action: Consider and discuss draft. Either make changes or vote to accept the policy.

3. Code of Conduct Rewrite

Pre-reads: Our Code of Conduct, examples of codes of conduct from other area libraries, HPL strategy map, graphic about the major philosophical and practical issues impacting our library.

Action: Brainstorm what is important to all of you from a Board perspective in our Code of Conduct as a first step toward rewriting ours.

4. Board Evaluates Library Director

Action: Decide how you would like to approach evaluating the Library Director this year.

**Public Comment**

**Future Activities**

1. Participation in Town of Henrietta Memorial Day Parade



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**Next Meeting - May 2, 2018**

**Adjourn**



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Board of Trustees  
Minutes of April 4, 2018  
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Present: Sharon McCullough, Linda Szczesniak, Brigid Ryan, Tina Thompson, Doug Roesch, Adrienne Pettinelli, Laura Osterhout, Scott Adair, David McNitt and Lynn Neill

The meeting was called to order at 6:17pm by President Laura Osterhout.

**Public Comment**  
None

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

**Correspondence**  
None

**Director's Report**

Adrienne updated the board on construction of the new library. She handed out [April's Library Construction Newsletter](#).

**Personnel Items**

Motion: Tina Thompson

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

Seconded: Brigid Ryan

Motion carried

**Friends and Foundation of the Henrietta Public Library Report**

They will have a table setup at the Bicentennial Kick-Off Party on Friday April 20<sup>th</sup> to collect the names of people interested in attending the Gala Dinner and Fundraiser. Brigid asked that anyone who has taken sponsorship brochures to please let her know who she needs to contact. Any small local businesses that we patronize can be encouraged to place ads in the gala brochure.

**Finances**

The Revenue/Expense Control Report was reviewed.

The Revenue Report for the Town was reviewed.

Doug Roesch reviewed the library bills.



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**Payment of Library Bills**

Motion: David McNitt

To approve Abstract #4 Claims 54-85 for a total of \$24,610.87.

Seconded: Tina Thompson

Motion carried

Three bank accounts of the Board of Trustees have been closed. A total amount of \$99,695.47 has been transferred to the Friends and Foundation of the Henrietta Public Library.

The PayPal checking account balance for 3/1/18 - 3/31/18 is \$762.06.

The Partnership Checking Account net unrestricted funds for 3/1/18 - 3/31/18 is \$9,203.34.

The Friends statement for 3/2/18 shows a total balance of \$13,659.68. The Friends statement will no longer be reported to the library board; it will go to the Friends and Foundation of the Henrietta Public Library.

**Committee Reports**

There were 20 entries received in the Minerva Campbell Literary Contest. This number is down partly due to the reconfiguration of the middle schools back to junior high and the 6<sup>th</sup> graders who had actively participated weren't included this year. Tina and David agreed to look into the possibility of a writing contest for 5<sup>th</sup> and 6<sup>th</sup> graders next year.

**Unfinished Business**

None

**New Business**

**Privacy, Confidentiality, and Libraries Presentation**

The Board and Director discussed the legal responsibility of libraries in New York State to maintain the privacy and confidentiality of library patron records.

**Opioid Overdose Prevention Policy Draft**

Motion: Tina Thompson

To adopt the Opioid Overdose Prevention Program Policy as submitted by the director with thanks to Sharon and Laura.

Seconded: Doug Roesch

Motion carried



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**Code of Conduct Rewrite**

The board reviewed other libraries code of conduct policies for suggestions in deciding what's important at our library. Adrienne will get a team from the staff to give their input in rewriting this policy.

At this point 7:00pm Scott Adair was excused.

**Update meeting dates**

Motion: David McNitt

To update all policies that reference when the board meets from the second Wednesday to the first Wednesday of the month.

Seconded: Sharon McCullough

Motion carried

**Board Evaluates Library Director**

Adrienne will send her self-evaluation to the board by April 30. The board will review and send any comments to the board president. They will meet at 5:30pm to discuss the evaluation before the regularly scheduled board meeting.

**Upcoming events**

Bicentennial Kick-Off Party on Friday April 20<sup>th</sup>. The event will be held at the Recreation Center, 605 Calkins Road 5:30 to 8:30pm.

Memorial Day Parade 1pm-3:30 pm followed by an Old Fashioned Family Picnic 4-6pm  
Ely Fagan Post Legionnaires will cook hot dogs (hotdog, bag of chips and lemonade available for \$1.00) bring a dish to pass. Front Lawn of Town hall, 475 Calkins Road - Lawn Games - Music by Jasper Stills

**Public Comment**

None



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The meeting was adjourned by consensus at 7:55pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Szczesniak". The signature is enclosed in a thin yellow rectangular border.

Linda Szczesniak, Secretary



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## Director's Report

### April 2018

Issued 3/30/2018

#### Items of Note

- On March 20, a cold but bright day, over 60 people attended our groundbreaking ceremony for the new library. Thanks so much to all our board members for being there and also to our staff for pulling together to pull off a big event. I'm aware of coverage from Channel 13, Spectrum News, and the Post (front page and above-the-fold, no less!), and posts about the groundbreaking saw a lot of activity on Facebook, Instagram, and Twitter among our community members and partners.
- EveryLibrary published a nice write-up on their web site on March 30 about our building project and their work with us: <http://everylibrary.org/your-support-is-building-a-new-library/>.
- Clerk Matthew Hoople tells a great story on his Tumblr about helping a young boy here at the library who was having a rough day: <http://bit.ly/2G1zfiD>. I encourage you to read some of Matthew's other stories—they range from funny to interesting to quite moving. They'll give you a nice sense of the kind of small moments that make a big difference in people's days and lives that happen here at the library all the time.
- The Children's Department has been doing a lot of outreach in the Henrietta community this winter and early spring, with visits to five different childcare centers (including two visits to Pride and Joy daycare, two visits to Margaret's House at RIT, Rush Nursery School, Care-a-lot Child Care Center, and the preschools located at CP Rochester) and three schools (Fyle School, Winslow School, and Hillside's Crestwood Children's Center) during the months of March and April. We've also hosted three field trips of students from Expressive Beginnings childcare, Doodle Bugs Children's Center, and the Henrietta Playgroup over the past two months. This uptick in outreach can be credited to Librarian Assistant Cathy Lathrop dedicating a portion of her job to community outreach, as well as the library's great work in making its presence known as a great community resource.
- On Wednesday, March 28 the Teen Services staff of MCLS and PLS (Pioneer Library System) met at the Bloomfield Public Library to hear a presentation on Time Management by Ron Kirsop (Assistant Director of the Pioneer Library System). Teen Services Librarian Ellen Glenna attended this presentation. Ellen is responsible for coordinating the Teen Summit meetings. She asks libraries from both MCLS and PLS to take turns hosting a program at their library. The partnership is a wonderful opportunity for all teen services staff to visit libraries throughout the area to learn and share ideas with each other.
- On Wednesday, May 30, a representative from the ROC Chapter of MOMS Demand Action for Gun Sense in America, will present the Be SMART gun safety training for caregivers. I want you to be aware in



case we get press coverage; we're the first library in Monroe County to offer this training. You can learn more about the Be SMART program here: <http://besmartforkids.org/>.

#### Pop-Up Libraries

- March 7: Winslow Family Read Night (Children's Librarian Annalise Ammer, Library Clerk Matthew Hoople)

#### Other Trainings and Events

- March 16: Customer Service Meeting (Agenda included new building updates, discussion of sexual harassment, and a review of our organizational chart.)

#### Personnel (To Approve)

- Andrew Spencer will be joining our staff as a Library Page effective March 6, 2018 at a rate of \$10.40/hour.
- Micaela Outlaw will be joining our staff as a Library Page effective March 7, 2018 at a rate of \$10.40/hour.
- Anjali Shiyamsaran will be joining our staff as a Library Page effective March 8, 2018 at a rate of \$10.40/hour.

#### Selected Meetings, Trainings, and Events Attended

- 3/5: Interview with Caitlin Whyte/WXXI
- 3/5: Meeting with HPL Communications Team
- 3/5: Meeting with HPL Assistant Directors
- 3/5: Meeting with Meribeth Palmer re: Groundbreaking
- 3/6: Building Planning Meeting
- 3/7: Henrietta Chamber of Commerce Board Meeting
- 3/8: Meeting with Craig Eckert re: Groundbreaking
- 3/8: Meeting with Assistant Director Jen Barth and Children's Librarians
- 3/8: Opioid Crisis Panel
- 3/9: Town Staff Meeting
- 3/9: Meeting with Director and Assistant Director of Chili Public Library
- 3/12: Meeting with HPL Communications Team
- 3/12: Meeting with HPL Assistant Directors
- 3/12: Town Board Workshop
- 3/13: Town Wellness Committee Meeting
- 3/13: Bid Opening for New Library





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- 3/13: Bicentennial Committee Meeting
- 3/14: Town Board Meeting
- 3/16: HPL Customer Service Meeting
- 3/19: Meeting with HPL Communications Team
- 3/19: Meeting with HPL Assistant Directors
- 3/20: Groundbreaking for New Library
- 3/26: Meeting with HPL Communications Team
- 3/26: Meeting with HPL Assistant Directors
- 3/26: Town Board Workshop
- 3/27: Meeting re: Landscaping Grants for New Library
- 3/27: Meeting with Assistant Director Jen Barth and Children's Librarians
- 3/28: Friends and Foundation of HPL Meeting
- 3/28: Town Board Meeting



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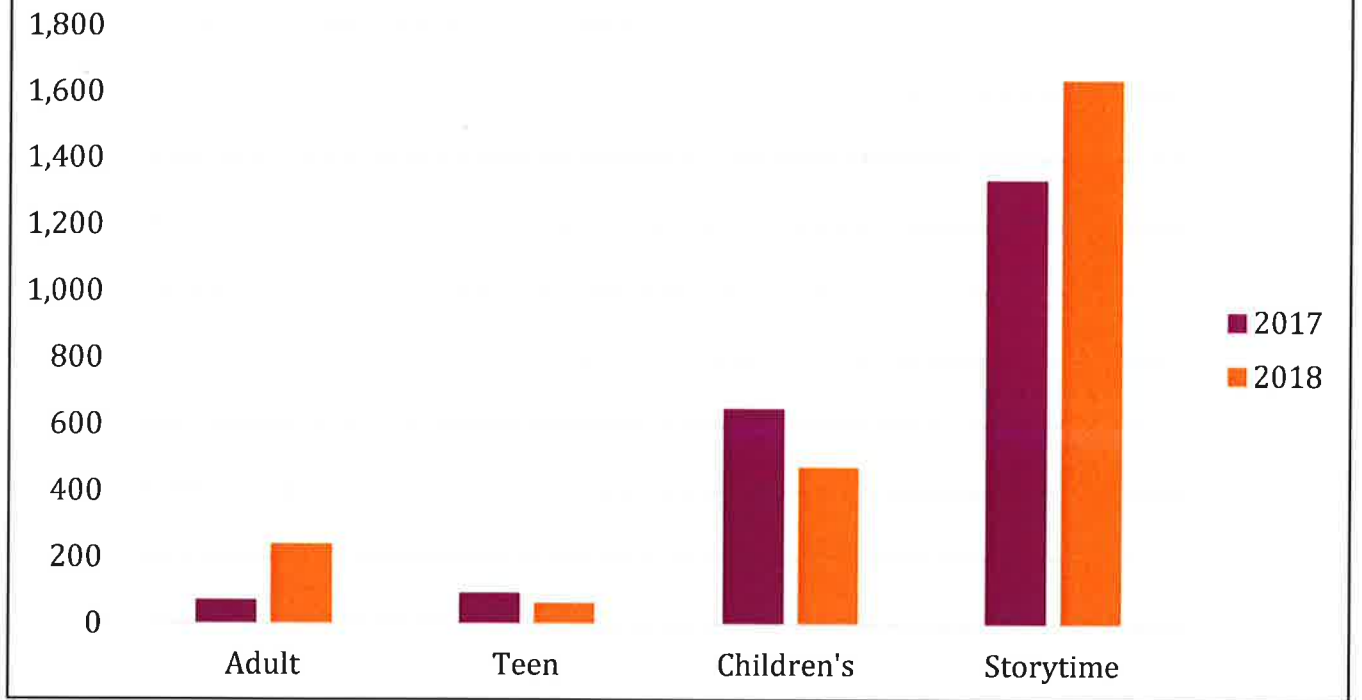
## April 2018 Library Statistics

Computer PC Usage – 1,787

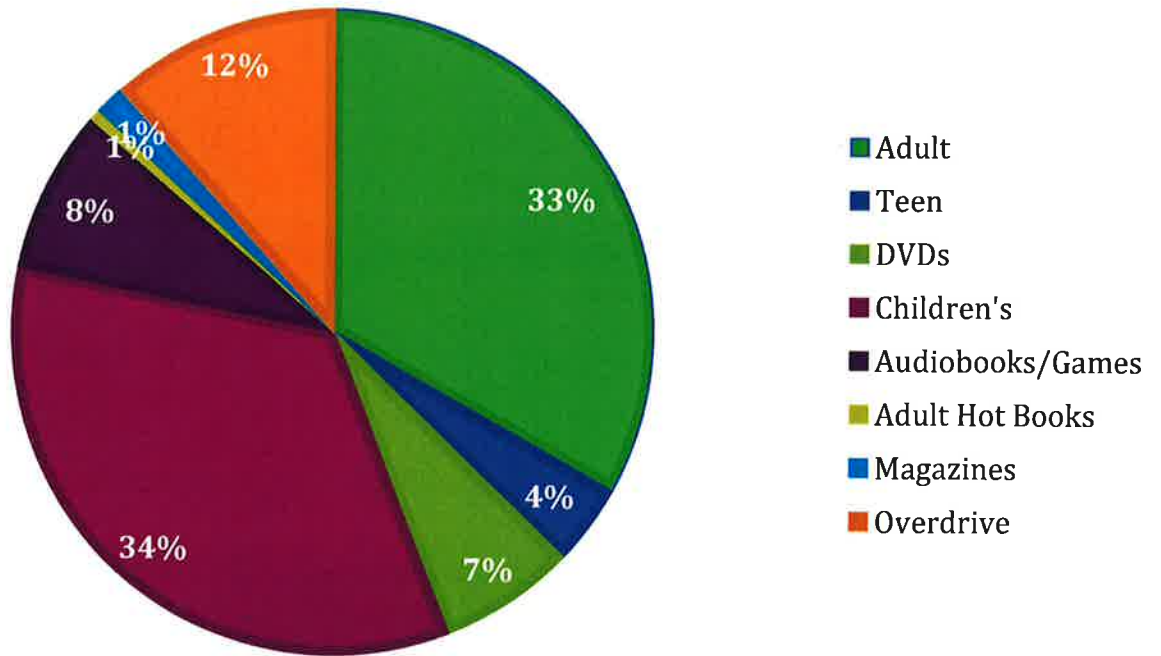
2018 Volunteer Totals		
	# of Volunteers	# of Volunteer Hours
Teen	10	26
Adult	21	138
<b>Total</b>	<b>31</b>	<b>164</b>

April	2017	2018
Door Count	17,169	20,288
Total Circulation	31,539	33,445
New Library Card	74	97
Updated Library Card	169	160
Registered Borrowers	12,426	11,807
Residents with Library Cards	22,748	21,978

### 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