

approved 9/19/07

Irondequoit Library Board of Trustees
Monthly Meeting
Pauline Evans Branch
Minutes from August 15, 2007

Trustee Members Present: Karyl Mammano, Irena Skrobach, Wolodymyr Pylyshenko, Mary Ellen Jones, David Heffer, Lynanne Wehner, Stephanie Squicciarini (honorary member), Gail Bello (Town Board Liaison), Terry Buford (Director), and Anne Boring (Recording Secretary)

Trustee members absent: Elaine Cole (excused), Susanne Magee (honorary member) (excused),

Guests: No guests present

Meeting called to order by Dr. Heffer at 7:05 p.m.

Approval of agenda: Motion to approve agenda was made by Ms. Jones and seconded by Ms. Wehner. Motion unanimously approved.

Public forum – No time requested.

Approval of Board Minutes - Motion to approve July 2007 minutes was made by Ms. Jones and seconded by Mr. Pylyshenko.

Vouchers: Dr. Heffer requested a motion to approve the current vouchers. Ms. Wehner made the motion and Ms. Skrobach seconded. Motion passed unanimously.

DIRECTOR'S REPORT

Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, August 15, 2007

1. Library System News

- The popularity of the Overdrive downloadable audiobook service has necessitated a reexamination by the library system of limits on the maximum number of items patrons can borrow and have on hold. If it weren't for titles in the collection with unlimited simultaneous user rights almost our entire collection would be checked out.

2. Town News

- Supervisor Heyman introduced me to Dave Seeley a new temporary employee who will help with the public relations effort on the Kings Park project which I expect will shift into high gear after Labor Day. I will be appearing with board President Heffer on a "Supervisor's Chat" ICAT broadcast on Thursday September 13 at 7pm.
- I am working with the Kings Park owners and Tim Poley the consultant on the project to gather the necessary documents for the construction grant application which is due in the MCLS office by August 31.
- The 18 full time employees of the library are now officially represented by the CSEA. I believe the next step is CSEA officials will meet with the staff to learn about employee issues and discuss the future. The union recognition does put a kink into the 2008 budget proposal as we cannot forecast HR costs. Tonight's budget discussion will cover proposed expenditures on operating expenses, capital costs, financing costs and revenues.

3. IPL News / Facilities report

- The news of the IPL's receipt of the \$44,000 grant for Family Literacy by the NYS Education Department has generated excellent publicity in various media outlets. The town, the MCLS and the D & C websites have all carried stories about the grant. The Irondequoit Post and the D & C have as well.
- The Evans Branch membrane roof had no leaks during the recent rains.
- McGraw Branch air conditioning system is still functioning in a limited capacity.
- The staff of the Evans Branch has dealt with a number of difficult patrons with great restraint and professionalism. I will furnish details on these security issues under New Business.

4. Things you asked about

- Last month we discussed how a library board presence at union negotiations is handled in other towns where this is done. Both the Town of Gates and the City Of Rochester Library Boards appoint a sub committee of trustees willing to participate. Depending on the schedule at least one trustee tries to be at each negotiating session.
- We have paid our NYSALB dues for 2007. Voucher approved by this board in February, check cut by finance in March.

5. Financial/Statistical Report Highlights

- Seven months through the year we are succeeding in holding down expenses as we try to cover our anticipated budget overruns in the building maintenance and personnel areas as well as our anticipated revenue shortfalls in copier fees and library fines. This year I have had to say “no” to perfectly reasonable requests such as, fund raising ideas with start up costs, new services that require equipment purchases and advertising campaigns more than all other years combined. Although I am convinced we will manage to squeak in under budget we cannot continue to operate at this funding level without additionally compromising building maintenance, cleaning, furnishings and materials purchasing. I believe it is no coincidence that in a year of historically large cuts to our materials budget we are for the first time no longer the library with the highest circulation.
- Bolded vendors this month are: #257 NYLA Conference fees, #264 Failed UPS replacement, #273 InfoUSA, #275 Monroe Piping.

Terry Buford

The board accepted all financial reports.

President’s Report. Dr. Heffer announced that the fulltime library employees are now represented by CSEA. Also, he noted that the air conditioning at McGraw is still working.

Friends Report - The Friends have ordered the Irondequoit History Books. They will sell them at the Farmers’ Market in September. They are also getting Book Lovers Page-A-Day calendars to sell and are getting ideas on how to reward businesses that support the library.

Town Board Liaison Report - Ms. Bello said that quite a few surveys have been returned and most of them are positive responses.

Ms. Jones said she received a poll call and one of the questions asked was would you vote Republican if it meant keeping the two neighborhood libraries.

The Finance Committee met with the Town Board members but HIPP did not attend although they had been invited.

There was a discussion on which Library Board member should speak at the Town Board meeting on Tuesday.

Old Business –Review Long Range Plan - The board reviewed the Long Range Plan handed out last month. They added additional items not listed.

Fund Raising and the IPL Foundation - The board reviewed fund raising tactics that other libraries use. Some libraries send a letter out each year to every household asking for donations. Some target attorneys and financial planners. Libraries are also a great place as donations in wills. One library gave out bookmarks with the information on it. The Webster Library was able to raise \$30-40 thousand from the mailing of letters. If letters are sent out they need to be coordinated with the Friends letters and also tax bills, etc. The board feels that the Foundation needs to be more active and show their commitment to the library.

New Business – Library Security Issues – The director had two requests:

1. He wants to ban a patron from the library. A patron by the name of Peter Kostyj has been very disruptive and violent over the last several years. On more than one occasion police have been called to the library because of his behavior. After discussing this with the board, Dr. Heffer asked for a motion to ban Mr. Kostyj from the library for one year. The motion was made by Mr. Pylyshenko and seconded by Ms. Mammano. Motion unanimously approved. A letter will be sent to this patron at his last known address regarding this ban and a copy will be sent to Sergeant Izzo at the Irondequoit Police Department.
2. Mr. Buford wants some kind of policy written up by the board concerning disruptive students allowed in the library. Apparently, when students are banned from school in the West Irondequoit school district, they are sent to the library to be tutored. The students tend to be disruptive and on occasion violent. The tutors have told him that many of these students are security risks. In East Irondequoit, banned students have a special place to go, not the library. After discussion with the board, it was decided that Mr. Buford will draft a student policy for next month's meeting and some board members will make calls to school authorities regarding this situation.

2008 Budget Proposal - Mr. Buford reviewed estimated operating expenses for next year with the board for their review. He stated that there is a slight increase over 2007. After discussion, Dr. Heffer asked for a motion to approve the parts of the 2008 Budget discussed by the board this evening. A motion was made by Ms. Skrobach and seconded by Ms. Wehner. Motion unanimously approved.

Board President's Remarks – Dr. Heffer thanked everyone for coming and stated that he will probably be at the Town Board meeting next Tuesday. He said he would participate in the meeting if he felt it was necessary. He is also looking forward to Mary Gleason's presentation to the Library Board next month regarding the literacy grant she received for the library.

Dr. Heffer requested a motion to adjourn from the public meeting so they could go into executive session. A motion to adjourn at 8:56pm was made by Mr. Pylyshenko and seconded by Ms.Mammano.

Respectfully submitted,

Anne Boring
Recording secretary