

Irondequoit Library Board of Trustees  
Monthly Meeting  
Minutes of May 21, 2008  
Pauline Evans Branch

**Trustee Members Present:** Elaine Cole, Karyl Mammano, Stephanie Squicciarini, Irena Skrobach, Miriam Ganze, David Heffer, Mary Ellen Jones

**Staff present:** Terry Buford, Director

**Others:** Town Board Liaison Gail Bello

**Honorary Trustees:** W. Polyshenko

**Meeting** called to order at 7:10 p.m.

**Agenda approval:** Amended to add Internet Policy under new business. Moved, seconded, approved.

**Public input:** None

**Minutes** of meeting of April 16, 2008: Moved, seconded, approved. Minutes of executive session of May 14, 2008: Moved, seconded, approved.

**Vouchers:** Bolded: 140, ASAP for virus protection update; 143, for teen librarian to attend conference in Niagara Falls; 168, collection agency fees; 160 semi-annual cost share; 178, tuition reimbursement. Moved, seconded, approved.

**Director's report:** Attached. T. Buford spoke highly of the Alfred students' designs. He noted that they were not given cost limitations or engineering constraints.

**Irondequoit Public Library**  
**DIRECTOR'S REPORT**  
Wednesday, May 21, 2008

**1. Library System News**

- MCLS is looking some technology workshops for library trustees on Friday June 13 and Friday June 20 from 9:30 to 11:30. We feel it is important that library trustees have a familiarity with the new technologies that drive library use and be able to understand how information technologies affect library service and operations. Please fill out the survey and indicate which day works best for you and which topics that will be covered are of interest to you.

**2. Town News**

- New PCs have arrived. Due to shipping regulations, library staff had to unload the pallets of PCs and monitors themselves. Library staff moved approximately 100 boxes from curbside to library storage. As we begin to install them, you will notice how the flat panel monitors take up so much less space. They are easy to maneuver and make it much easier to work with customers.

- I have filed my financial disclosure statement for the town ethics committee and hope all of you have as well.

### **3. IPL News / Facilities report**

- I will attend the New York State digital archives conference in Potsdam, May 28 – 30. Librarians, historians and archivists will present workshops on how community residents, libraries, historians and museums are cooperating to preserve, digitize and make available electronically, materials formerly relegated to dusty old archives or lost completely due to deterioration and neglect.
- As the warm weather season approaches, I will soon have to authorize the repair to the McGraw AC unit at an estimated cost of \$8700.
- The DPW has recently patched the asphalt in the parking lots of both branches. I have expressed my appreciation to Jeff Graves and Marty Piecuch for their excellent work.

### **4. Financial/Statistical Report Highlights**

- Bolded vendors for the current voucher list are: #140, ASAP Software, For updating the anti-virus software for both branch networks; #143, Jennifer Barth, to attend the Association of Research Libraries conference in Niagara Falls; #168, MCLS, our share of UMS collection agency costs; #169, MCLS, the first of our semi-annual system cost share payments to the library system; #178, John Scalzo, for tuition reimbursement.
- Attached are the usual financial and statistical reports plus the quarterly trustee accounts statement. There are no big surprises but I would like to draw your attention to the following things:
- In the Financial Summary, Revenue Section, we received \$1421 extra in Federal E-rate money this year by using the town breakdown of phone costs by department and submitting our costs to the grant program for reimbursement.
- In case you didn't realize it, in the budget report, the last section is a list of all vendors that were paid in the previous month. This is a handy way of reviewing expenditures by category and also to see expenses not paid by voucher.
- In the Trustee Account Summary, in the first quarter of 2008 we received \$846 in memorial gifts. The Leavitt family designated the contributions on behalf of their mother to the remodeling of the Evans Branch staff area and replacement of the appliances. Mrs. Leavitt had always enjoyed her visits to the library and used it regularly right up until her death. The family wanted to express their appreciation to the staff for the nice treatment their mother always received and the friendships she formed here. A memorial plaque to Lillian Leavitt will be placed in the staff area.

**President's report:** K. Mammano met recently with the Town supervisor; there is no land available now for consolidation.

**Friends liaison report:** Almost half of cookbooks are sold. Next meeting 5/27 to discuss other fundraising efforts.

**Town Board Liaison report:** Proposed July 24<sup>th</sup> at 5:30 for workshop meeting with the Town Board.

**Old Business:** Reviewed draft of Collection Policy. Tabled until next meeting.

**New Business:** Reviewed Internet Policy statement from MCLS. It was noted that the Irondequoit Library's policy is more restrictive.

Operational issues: Roof at Evans is okay for now. T. Buford will soon have to authorize the A/C replacement at McGraw.

Meeting adjourned 8:45 p.m.

Respectfully submitted,

Elaine Cole, Secretary

Minutes of Irondequoit Library Board of Trustees  
May 14, 2008  
Executive Session  
Evans Branch

Members present: Karyl Mammano, Miriam Ganze, Mary Ellen Jones, Elaine Cole,  
Stephanie Squicciarini, Irena Skrobach

Members excused: David Heffer

Staff : Terry Buford, Carla Robbins, Karen Hultz

Meeting called to order at 6:15 p.m.

Discussed status of labor negotiations.

Adjourned; 7:25 p.m.

Respectfully submitted,

Elaine Cole  
Secretary

Irondequoit Library Board of Trustees  
Executive Session Meeting  
Minutes of May 21, 2008  
Pauline Evans Branch

**Trustee Members Present:** Elaine Cole, Karyl Mammano, Stephanie Squicciarini, Irena Skrobach, Miriam Ganze, David Heffer, Mary Ellen Jones

**Staff present:** Terry Buford, Director

**Meeting** called to order at 8:45 p.m.

Discussed status of union negotiations and information about legality of negotiations to be sent to Supervisor Heyman.

Meeting adjourned, 9:15 p.m.

Respectfully submitted,

Elaine Cole, Secretary