

Irondequoit Library Board of Trustees  
Monthly Meeting  
Minutes of August 20, 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

**Meeting** called to order at 7:05 p.m.

Guest speaker: Town Supervisor Mary Ellen Heyman encouraged the Library Board to work with the Town Board on relocation issues.

**Agenda approval:** Amended to add “Facilities” to New Business; so moved, seconded, approved.

**Public input:** Jeff Goldblatt of HIPP presented an example of a recent small town library project from Lakewood, NY. Richard Barone: President of not for profit group, asked for information about the maintenance of the buildings. Letter from Tim Golan about repairs and renovations.

**Minutes** of meeting of July 23, 2008, moved, seconded, approved. Minutes of Executive Session on July 24, 2008, moved, seconded, approved.

**Vouchers:** Bolded: #285, electric maintenance by the designer and installer of the electrical systems. #296, Ebsco: Magazine subscriptions jobber who makes all subscriptions due at the same time; we pay one bill. Moved, seconded, approved.

**Director’s report:**

**Irondequoit Public Library**  
**DIRECTOR’S REPORT**  
Wednesday, August 20, 2008

**1. Library System News**

- The work to increase bandwidth on the MCLS WAN has been completed. Users and staff are experiencing improved performance on the internet and across the library system network. MCLS personnel will continue to monitor bandwidth use to help member libraries troubleshoot local network slowdowns.

- Paula Smith, Director of MCLS and RPL will retire effective September 15, 2008. I have heard nothing yet on what methods will be used by the RPL and MCLS boards to seek a replacement.
- Governor Patterson's proposed budget cuts will include cuts to aid for libraries. How severe the impact will be has not yet determined. Cuts to libraries due to economic hard times are ironic as it is well documented that library use increases during those times.
- Sally Snow, director of the Parma Public Library has resigned to take a job with MCLS, Assistant to the Director for Human Resources and Public Relations..

## **2. Town New**

- Last night the Town Board approved changes to the town code that regulate the conduct of members of Town Board appointed boards. I am sure you will soon be receiving information about these changes.

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

- I am applying for NY State Library Construction money to fund 50% of a membrane roof renovation project similar to the work we had done at Evans last year. The McGraw roof is the same age and condition as the Evans roof was before it was repaired but has not leaked quite as often. The money is awarded in January and the work would be done in spring or summer of 2009 depending on the weather.

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

- Vouchers of particular interest on the list this month are: #285, Anthony Electric, for repairs to the Evans Branch electrical system; #296, Ebsco, for managed magazine subscription for both branches for one year. The electrical systems of both buildings are taxed to their limit. Evans Branch had a number of dead receptacles and malfunctioning fixtures that were repaired or replaced. Ebsco is a magazine subscription "jobber". Most libraries, rather than try to manage hundreds of magazine subscriptions individually, rely on one vendor to manage them. Ebsco is one of the industry leaders in library subscription maintenance.
- Attached are the usual financial and statistical reports. There are no big surprises in the financials but I would like to draw your attention to the following:
  1. As we have discussed already this year, our efforts at improving customer service through contacting patrons via email has resulted in a small drop in revenue from overdue fines. As the fiscal year winds down we will need

to monitor revenue closely and be prepared to cut spending as we close out the year if there is any shortfall in anticipated revenue. It is possible that the extremely high volume of library business we experience in August may help close the gap.

2. As you may have read in the Democrat and Chronicle, July and August were record breaking months for libraries around the area including Irondequoit. Various measures of use such as circulation of materials, attendance at Children's programs and computer logins were at or near record volume. It is well known in our business that economic downturns equal upswings in library use. In July, over 60,000 people visited and they checked out over 83,000 items. Over 3,600 children and 450 teens attended programs in July.

Terry Buford

**President's report:** Town Board considered a new local law to enable it to remove appointed board members.

**Friends liaison report:** No meeting in July. Cam's pizza fundraiser produced \$165 for our library, the largest fundraiser ever for Cam's. Calendars are at the Farmer's Market now.

**Town Board Liaison report:** Councilwomen Bello and Evans have toured the branches and gave the Executive Director a list of improvements they suggest could be done while the decisions are being made about remodeling or relocating.

**Old Business:** Collection policy: Non-card holders (any citizen) has the right to request a re-evaluation of materials. Policy should be rewritten to refer to collection development "and management policy". Request form will include the phrase: "Please give us your opinion."

**New Business:** Open Meetings Law: copy distributed to Trustees.

Budget: Process is behind where it was last year. Meeting on September 3<sup>rd</sup> in Supervisor's office re: preliminary department requests. Budgeted amount from the Town is projected to be the same as last year. We can use our fund balance if we go over budget, which we have not. Using fund balance can affect the Town's bond rating and is undesirable. MCLS budget kit is due out soon; furnishes useful comparisons to other libraries. Our budget is approximately 5.8% of the Town's budget.

Facilities: Meeting to be set between Town Board and Lib. Board.

President's remarks: Thanked the Trustees for the hard work this summer on the union issues. Waiting to hear from union negotiator re: next step.

Motion to go into executive session, seconded, approved, at 8:39. Discussed status of unionization. Negotiator to meet with employees next week. Discussed progress on new facilities with Town Board liaison.

Executive session adjourned at 9:05 p.m.

Regular meeting adjourned at 9:06 p.m.

Respectfully submitted,

Elaine Z. Cole, Secretary