

Irondequoit Library Board of Trustees
Monthly Meeting
Minutes of September 17, 2008
Pauline Evans Branch

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

Staff present: Terry Buford, Director

Trustee Members not in attendance: Elaine Cole (excused)

Town Board Liaison not in attendance: Gail Bello

Meeting called to order at 7:08.

Agenda approval: Amend agenda to include Labor Attorney engagement papers. Amendment to agenda approved.

Public input: None

Minutes of meeting of August 20, 2008 not available and tabled until October 15, 2008 meeting.

Executive session minutes of September 8, 2008, moved, seconded and approved.

Vouchers: Anthony Electric: Bolded: #325 for electrical work for lighting outlets, ASAP Software: Bolded: #326 for security software for PCs (extra virus protection), Elmer W. Davis: Bolded: #338 for membrane roof (1985) leak repair at McGraw-construction grant application for roof is pending. Present roof repair estimate at McGraw is \$19,000.

Generally, purchases to support all approved vouchers are made from Irondequoit stores.

Director's report:

1. Library System News

- MCLS is currently reviewing all system wide online database purchases. Purchases are part of the cost share each member library pays. We are reviewing who uses the databases and how often.

2. Town News

- On August 28, a review of the library's fund balance position occurred with Comptroller Bovenzi. Our fund balance is healthy, 4.7% of the operating

budget. Per comptroller Bovenzi, it is not a good idea to take money from the fund balance for carpeting and furniture.

- Budget Workshop with Town Board is Wednesday, October 8 at 5:30.
- Public Hearing on the 2009 Budget will be held on Thursday, October 23 at 7 pm.

3. IPL News / Facilities report

- McGraw's electronic door broke due to high winds.
- McGraw's membrane roof had minor leaks.

4. Financial/Statistical Report Highlights

- Bolded vendors for the current voucher list are: #325, Anthony Electric, for additional repairs to the Evans Branch electrical system; #326, ASAP Software, for public computer security software called DeepFreeze.; #337 Doyle Security, for one year alarm system monitoring at both branches; #338 Elmer W. Davis, for the membrane roof repairs at McGraw; #345, MCLS, for quarterly mail and phone notification service.
- Attached are the usual financial and statistical reports. I would like to draw your attention to the following:
 1. 2008 Budget-Line 4420, Professional fees for labor attorneys, \$3,250 expended and another \$4,375 encumbered. This is all non-budgeted cost that must be found somewhere else.
 2. Line 4265 –Maintenance-Heating/Air is overspent by \$8,760 due to our many HVAC woes and repairs with probably more to come when we shut down the A/C and begin using heat. There is \$10,000 in Line 4120, Contracted Services that can help pay for the above items.
 3. Revenue control: This is important for both this year and next year. As we have discussed in previous meetings, library generated revenue is down due to improvements in customer service. We may have shortfalls this year and be forced to decrease our revenue projections for next year as well.

Terry Buford

Friend's report: The cookbooks are sold out. Presently, Friends are discussing the possibility of a second edition. 2009 calendars are for sale at the Irondequoit Farmers' Market. Gift wrapping is available for \$1.00.

Town Board Liaison report: None

Old Business: None

New Business and President's report: Terms of engagement papers presented with labor lawyer Piper Schultz, LLP. Lawyer will meet with David H. and Karyl M. Motion to approve signing the letter of engagement, seconded, approved.

President Mammano would like to set up the following committees: Public Relations Committee, Ethics Committee, Vision Committee, Policy Committee, Ad Hoc Committee.
In addition, Board Orientation and the Director's Evaluation are to be reviewed in the near future.

Meeting adjourned at 8:50.

Respectfully submitted,

Irena Skrobach, VP