

Irondequoit Library Board of Trustees
Monthly Meeting
Minutes of January 21, 2009
Pauline Evans Branch

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

Staff present: Terry Buford, Director

Others: Irondequoit Town Supervisor Mary Ellen Heyman

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

Agenda approval: Addition under New Business: purchase of laptop computer
Agenda approval moved, seconded, approved.

Election of Officers: Tabled until February meeting when full board is present.

Public Input: none, recognition of letter from Cheri Evershed, 1-21-2009

Board Correspondence: Communications Committee responded to comment cards via e-mail or written responses.

Minutes of meeting of December 17, 2008 moved, seconded, approved.

Vouchers: Approval of December 2008 vouchers, moved, seconded, approved.
Approval of January, 2009 vouchers, moved, seconded, approved.

Director's report:

Irondequoit Public Library
Director's Report
Wednesday January 21, 2009

1. Library System News:

- Retired MCLS/RPL director will continue as part-time interim director until replacement named, perhaps early in February.
- State Budget includes proposal by Gov. Paterson to cut library aid 18-20% which would cost us \$3,000 in 2009 revenue. Proposal includes leaving 2009 construction aid untouched. This means we are still on track to repair the McGraw Branch membrane roof for about half of the actual cost. The same budget proposal would mean a \$400,000 gap in the MCLS and RPL central

- library budget. Serious cuts to the few remaining system services to member libraries are being discussed.
- MCLS went live with Apple compatible content on our Overdrive site on Monday January 12. We have 103 Apple compatible titles in the database that will be available for download. The list of compatibles include Apple iPods, iPhones and Macs, as well as the Microsoft Zune and most other MP3 players. The new Media Console software for end users is compatible with Macs.

2. Town News:

- Mike Spang of Parks and Recreation affirmed that Suburban Disposal will continue to serve the town and library for refuse and recycling services for the same fee as last year.

3. IPL News/Facilities report:

- Previously we discussed the surge in library use that accompanies economic hard times. Both library branches are frequently visited by job seekers. Often, we cannot meet the demands for help in resume writing, online job searches, filling out online job applications, uploading resumes to web-based employment agencies and other job related advice. Recently, we reconfigured our public PCs to make some of these processes easier for customers. In February, March and April, the IPL will hold a series of workshops presented by nonprofit “Rochester Works” to further aid the unemployed. Times and locations will be announced.
- IPL received \$1,000 memorial donation from Laura W. Moon in memory of Neal Moon, Ph.D.
- IPL received a \$150 donation from parents of YA Librarian Jen Barth for the purchase of YA level books for the Evans Branch.
- We are now confident that we have fixed the water leak at McGraw. We made a repair in November and have monitored the water use daily since then.
- We have had some plumbing problems in the public restrooms at Evans caused by vandalism. We lock the restrooms and require patrons to obtain the key from staff before entering. When the library is busy, it is difficult to monitor the restrooms.
- The McGraw automatic door is broken again. Repairs may be covered under warranty.
- The misbehaving patron who was banned for one year has returned. He was rude and unpleasant in his first visit but so far not violating any patron conduct guidelines. (Episodes of screaming, drunkenness, possession of alcohol in the library as well as confrontations with both staff and customers were what caused multiple calls to the police and ultimately resulted in his being banned.) Although incidents of this level are rare, staff security is very important. We have worked closely with IPD personnel to keep disruptions to a minimum at

library facilities and brought IPD officers to staff meetings to train staff on proper safety procedures.

4. Financial/Statistical Report Highlights

- Vouchers of particular interest on the 2 voucher lists this month are, from the December 2008 list:#502, Elmer W. Davis, for repairs to the McGraw membrane roof. We hope to replace it using a NY State Library Construction grant this spring; #506, Harris Beach, PPL, for labor attorney's fees; #509, Monroe Piping, for inspection and repair of the McGraw boiler; #512, John Scalzo, for tuition reimbursement. From the January 2009 list please note:#2, ASAP Software, for public computer security software; #10 Edgar Turner Plumbing, for repairs to plumbing vandalism at Evans Branch.
- Attached are the usual financial reports for fiscal year 2008. As we closed out the 2008 fiscal year, I froze all spending from the 2008 budget without my prior approval. We still have some possible outstanding 2008 expenses such as utilities, professional fees, adjustments to payroll and benefits. A few months ago, as the state's budget crisis became apparent, we were told by the state library to assume we would receive none of the NY State library aid money we were expecting. On the revenue side is the increase in federal e-rate funding and an increase in miscellaneous income. Both were caused by library employees redoubling their efforts to create revenue for the library. IT librarian, Joann Briggs worked with the phone company, the comptroller's office, and town hall IT department to break down our telephone costs more accurately. Library Clerk Linda Travers and Librarian Trainee John Scalzo generated extra revenue by finding new ways to sell online materials donated by library patrons. Revenue from library fines continues to drop. Improvements in customer notification and additional options for customers to renew borrowed materials have given patrons new ways to avoid paying fines and return items on time.
- Lending of materials, answering of reference questions and program attendance were at an all time high. The numbers of people visiting and using the internet were down slightly. Over 16,000 people attended library programs both in and outside (visiting schools) the library in 2008.

Terry Buford

President's report: Union update: Meeting with the Union will be scheduled shortly. Staffing reports to be brought to the Board next meeting.

Friends Liaison report: No meeting in December; meeting set for Thursday 1-18-2009. Bookmarks and tote bags sold well.

Town Board Liaison report: Mary Ellen Heyman, The Library Board builds the budget and makes the necessary adjustments. The Town Board gives the Library Board money requested, and the Library Board makes the changes in books, staff and operation of the libraries. The town's budget was cut therefore we face serious tough times ahead of us.

Now is the time to work for the future of Irondequoit. The staff, service, and management is there, infuse energy in each area. We need an agenda for improvement. This is for our future. Review By-Laws, make amendments and recommendations. Our budget starts on January 1, 2009. In preparation for next year's budget, look at efficiencies and staffing on a monthly basis.

Old Business: The emergency closing policy is tabled.

New Business: Review By-Laws. Discuss term limits and attendance for Honorary Board members. Toshiba copiers are bad. Library contract ended in Nov. 2008. Must reinvestigate other companies such as Canon or Eastern. Perhaps consider a 3-bid option for copiers with Town, Library and Parks and Recreation Dept. Request information about copiers from AJ in Supervisor's office. Fundraising Wish List-go ahead with an approved link and report on a monthly basis. Donations may be set up through Pay-Pal. We may move forward on Amazon. Motion to purchase a used or new laptop computer for the board, moved, seconded and approved.

Board President's Remarks: Presently waiting for information regarding re-appointment. To obtain information on securing further grants, please refer to AJ in the supervisor's office. Consider looking into collaborating with the historical society to receive possible grants.

Motion to go into executive session and close public meeting, moved, seconded, approved, 9:07 p.m.

Executive session to discuss the acquisition of real property, adjourned 9:25.

Respectfully submitted,

Irena Skrobach, VP