

Irondequoit Library Board of Trustees  
Monthly Meeting  
Minutes of May 20, 2009

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

Others Present: Terry Buford, Director: Town Board Liaisons Debbie Evans and Stephanie Aldersley

Meeting Called to order at 7:05.

Agenda approval: Add bylaws and honorary trustee letter. Motion seconded, approved.

Public Input: None

Minutes of meeting April 15, 2009 moved, seconded, approved.

Board Correspondence: No report.

Vouchers: # 147 sign language interpreter for hearing challenged family attending story hour. MCLS 150, 151,152. UMS is a collection agency. 152 is semiannual cost share. Vouchers moved, seconded, approved.

Director's Report: attached.

**Irondequoit Public Library**  
**DIRECTOR'S REPORT**  
Wednesday, May 20, 2009

**1. Library System News**

- Last month I mentioned that cuts to state aid to libraries were not as bad as originally forecast dome MCLS budget items slated for elimination might survive. The MCLS board voted to not cut personnel in the cataloging and LAS departments and to not dip so deeply into the fund balance for 2009-2010.
- One database, HeritageQuest, has been restored. Heritagequest was the database most mentioned in customer feedback about the database cuts. MCLS is not paying for the restoration of heritageQuest. County wide access including remote access is being paid for by the RPL History division out of their materials budget.

## **2. Town News**

- At the request of the Comptroller, we are working with Jeff Hands and Monroe Piping to create a list of potential energy saving projects in IT and HVAC should federal grant funds become available.
- Irena Skrobach, Mirko Pylyshynko and I hosted the Ukrainian Sister Cities delegation at the Evans Branch. We had a delightful visit with the librarians and researchers who asked many questions about how the library operates, what services we offer and how we use IT to manage the library operations and customer relationships.

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

- We are starting a new customer computer training operation. Customers can make an appointment with a librarian at either branch for a one on one training session up to one hour in length. We will cover any topic they choose as long as it can be done on the library's PCs. Office software, internet topics, library catalog, databases and email are among the possible subjects we will cover.
- After a discussion with the Fire Marshall's office we are working on testing and recharging or replacing outdated and out of code emergency lighting and fire extinguishers at both branches.

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

- Vouchers of note are: #147, Alicia Leonard, for sign language interpretation at McGraw Branch story hours; #s150 through 152, Monroe County Library System, for small press books by local authors, collection agency fees and our semi-annual cost share to fund library system services.
- I was asked to prepare an updated version of the library's comment card and I have included the first draft in your packet.
- I have produced a 2008 annual report which I am distributing tonight.
- Included in your packet are the usual financial and statistical information. My top priority remains holding down spending to match the anticipated drop in revenue due to reduced hours of operation.
- I was asked to make the report on changes in circulation, door count and PC logins and out of town borrowing a regular monthly report and this month's edition is in your packet along with the usual statistical and financial reports.
- The drop in circulation has settled in at about a 12% but the door count and PXC login numbers are quite erratic.
- As we discussed last month, the expected corresponding increase in circulation by Irondequoit residents at other MCLS libraries has not materialized. Although borrowing at Greece and Webster has increased in 2009, overall borrowing by Irondequoit residents at all MCLS libraries has

increased only slightly, 3.3%. Circulation in Irondequoit libraries was down by 39,904 items in January through April. Borrowing by Irondequoit residents at other libraries was up only 1,368.

Terry Buford

President's Report: Supervisor and Pres. met with Mr. Pruitt who is asking for information on Town budget going back to 2004. E. Cole and K. Mammano attended NYSALB conference. Received good information re: marketing and budgeting.

Friends liaison report: D. Heffer met with Board about 4 weeks ago. Seem supportive of the library. Have new fund raising ideas. SeaBreeze has a coupon that will give back several dollars to the Friends. Cam's Pizza employees donate their tip jar to non for profits; Friends pursuing this. Friends will not have a booth at July 4<sup>th</sup>. Rich Episcopo has been writing an article for the Irondequoit Post about the Friends.

Town Board Liaison Report: S. Aldersley reported that the Supervisor says "Everything is on the table." She also reported that the Town Board was surprised by the timing of the RFP.

Pres. Mammano responded that since there is no other place available now, Stephanie S., ME Jones, and K. Mammano met with the Supervisor to discuss the Ridge Rd. location.

New business: Citizens Community Center Group has formed and will speak at the next Town Bd. meeting. The Group supports a consolidated library and community center in one location. Our Board supports the Citizens' Group's concept of a centrally located community center and library.

Conflicts policy: Paragraph 2 disclosures shall be reviewed by all officers. Paragraph 3 delete after the period. Motion to adopt as revised, seconded, approved.

Postings policy: Tabled until next meeting.

Honorary Trustee letter: Tabled until next meeting.

Budget workshop for 2010: June 2<sup>nd</sup> at 7:00 at Evans.

Summer hours: Library will close on Saturdays starting Memorial Day weekend.

President's Remarks: Thank you to Stephanie Aldersley and Debbie Evans. Moved to adjourn public meeting and go into Executive Session, seconded and approved at 9:10.

Executive session opened at 9:10. Four employees are asking to have an MOA to name them as within the healthcare benefit offered to 10 year employees. Dates of hire may differ from what employees think.

Motion to adjourn, moved, seconded, approved at 9:20.

Respectfully submitted,

Elaine Cole, Secretary