

Irondequoit Library Board of Trustees
Monthly Meeting
Minutes of September 23, 2009

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

Town Board Liaison: Supervisor Mary Ellen Heyman

Others Present: Terry Buford, Director; Debbie Evans, Town Councilwoman; Honorary Trustee, W. Pylyshenko.

Meeting Called to order at 7:13

Agenda approval: Moved, seconded, approved.

Public Input: None

Minutes of meeting: August 19, 2009. Moved, seconded, approved.

Board Correspondence: Nothing.

Vouchers: # 288 Enright, PC: network at Evans failed, repairs needed. #296 and 297 Monroe Piping: 296 is quarterly maintenance; 297 is rooftop repair at Evans. Vouchers moved, seconded, approved.

Director's Report: **Irondequoit Public Library**
DIRECTOR'S REPORT
Wednesday, September 23, 2009

1. Library System News

- On Thursday, September 24, I will be attending a day long information technology workshop at the Henrietta Public Library to assess the future of IT and public library operations. We will also be discussing how to handle the end of the MCLS contract with CARL-TLC next year. I have been talking to staff and customers about their needs and frustrations with our current technology based services to prepare for the workshop.

2. Town News

- The library's budget workshop has been scheduled for 5:30 PM on Wednesday, October 7 in the Broderick Room at town hall. Please make every effort to attend this important meeting.

- I received a phone call from Matthew Lester, a commercial real estate broker from Caliber, LLC in Rochester inquiring about the availability of the McGraw Branch building. I explained the current status of plans to leave the building and recommended to him that he send a letter to the town supervisor describing his interest.

3. IPL News / Facilities report

- The collecting of our summer reading program statistics is complete. In 2009 we had 1,209 children and teens register for participate in the program. We held 63 different program sessions this summer with total attendance of 4,671 children and teens.
- We are making extensive use of video to help publicize library activities. We are taping blurbs from the IPL book discussion group, teens are recording book “trailers” for the teen web page and teens at McGraw branch recorded an “I love my library” video. These can be found on the adult and teen section of our web page.
- We have finally had a stretch of dry weather and the McGraw roofing repair project is almost complete and most of the contractor’s equipment has now been removed. The job will cost more than originally estimated for the grant as there was water damage to the roof and insulation that was not detected until the actual work was underway. Some finish work and final inspections remain to be completed.
- Our 2010 NYS Library Construction Grant proposal to repair and resurface cracked concrete and stucco areas at McGraw has been submitted and has received initial approval by the MCLS grant committee. The next step is approval by the MCLS board followed by submission to the New York State education Department for final approval. This final step usually takes place in January.

4. Financial/Statistical Report Highlights

- Vouchers of note are: #288, Enright PC Management Services, repairs to the Evans Branch network server which failed; #296 and #297, Monroe Piping, for the quarterly HVAC maintenance charge and the repairs to the Evans Branch rooftop unit respectively.
- Included in your packet are the usual financial and statistical reports. My top priority remains holding down spending to match the anticipated drop in revenue due to reduced hours of operation. I estimate we will fall short of revenue projections by at least \$11,000.
- Looking at the report comparing patron statistics from last year and this year we can see that although the summer reading program brought library use

almost back to previous year levels in June and July now that it is over the August numbers have reverted to the approximately 10% drop we were experiencing earlier in the year.

Terry Buford

President's Report: S. Magee has resigned as honorary trustee due to time commitments. Friends Council had a meeting at Evans which was well attended.

Friends liaison report: D. Heffer not here. Book lover calendars are selling well. Some are prewrapped for the holidays.

Foundation report: Met Sept. 14th. Stationery being made; it has a logo of its own. Would like a written grant request for a consultant. Also asked for a priority list of items not covered in operating budget, to target for fund raising. Next meeting Oct. 19th.

Board Liaison Report: Supervisor handed out budget comparison. Proposed using basement room at one branch to expand if we get more money for more materials. Town non-levy income is down: sales tax, mortgage tax, for example.

Old Business:

Director evaluation forms to be resent.

New Business:

2010 budget: What do we need to support our presentation at the workshop? We have graph showing materials increases; many line items are fixed costs not within our control. Meeting next Monday Sept. 28th to review budget materials.

Patron behavior policy: Motion to continue the current policy without changes, moved, seconded, approved. Attached

President's Remarks: Thanks to the Board members for their hard work on the budget.

Next meeting Wednesday, Oct. 21

Motion to adjourn at 8:35 pm, seconded and approved.

Respectfully submitted,

Elaine Cole, Secretary