

Irondequoit Library Board of Trustees
Monthly Meeting
Minutes for May 19, 2010

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

Absent: Karyl Mammano, excused

Meeting Called to order at 7:10.

Agenda approval: Motion to approve agenda, with extra 5 minutes for Director's Evaluation, motion, seconded, all for, approved.

Public Input: none

Board Correspondence: Reviewed emails in reference to branch cosmetic improvements.

Approval of April 21, 2010 Board meeting minutes adding Miriam Ganze to those present, moved, seconded and approved, motion carries for approval.

Motion to approve minutes of TB and LB workshop on April 15, 2010 with correction of Miriam Ganze and Mary Ellen not present, moved, seconded, and approved, motion carries.

Vouchers: Motion to approve vouchers, moved, seconded, all approved.

Director's Report:

Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, May 19, 2010

1. Library System News

- The MCLS subscription to the D&C article archive database will end on June 30 and will not be renewed. There are many reasons that went into this decision. The annual cost to the system will go from about \$8,000 to about \$15,000. Use is low. About \$4 per search. The cost for an individual to print from the D&C website is \$3 per article. The amount of useful content in the paper seems to shrink each day. The county budget department is proposing no increase to the MCLS budget for the 9th straight year.

2. Town News

- The town DPW dug up and replaced the catch basin in the middle of the Evans Branch parking lot. This is the area that had collapsed during the winter and left a deep sinkhole. The work crew did an excellent job of keeping things neat and occupying as small a space as possible when the building was open making for minimal disruption for our patrons.
- I want to remind everyone on the board to fill out and send in your town financial disclosure statements if you have not done so already.

3. IPL News / Facilities report

- The carpet replacement at Evans Branch has started. The basement should be done by the Tuesday, May 18. The upstairs work will begin on June 7. The installers from RC Shaheen were polite, meticulous and eager to meet our needs. The volunteer professional movers from Sherman's Furniture Rentals were fast, careful and cheerful. So far, the project is going smoothly.
- The exterior caulking project at Evans and the exterior panel renovation project at McGraw are weather dependent and the contractors are waiting for a good stretch but preliminary inspections of current conditions have already been done.
- The Evans Branch gas line vent tube problem has been fixed. A new hole was drilled in the foundation and the old hole was sealed.

4. Financial/Statistical Report Highlights

- Vouchers of note are: #125 All Doors and Glass, Inc., for repairs to the Evans Branch front door which could not be closed and locked; #132, Dell Computer, Inc, for Symantec Endpoint Anti-Virus Enterprise Software; #144, MCLS, for our semi-annual system cost share; #149 Shaheens Paint Co., for the carpet and installation in the Evans Branch basement meeting room and offices.

Terry Buford

President's Report:

Thanks to Jen Barth and Karen Hultz for being part of Teen Book Festival. They did a fantastic job. Contract signed with Libby Post /Communication Services.

Friends Liaison Report:

Miriam Ganze will now attend the Friends of the Library meetings. Last meeting was cancelled. Next meeting will be May 25, 2010.

Foundation Report:

- Rich Episcopo has joined the foundation board.
- A new vision and mission statement is in the works.
- Peter Kelderhouse meeting with potential donors. Foundation knows they must work with Library Board to determine any opportunities for donors to purchase naming rights and or receive special acknowledgements.
- Next Foundation meeting is June 14, 2010.

Town Board Liaison Report: No representative.

Additional information:

- David Heffer presented information about the MCLS Trustee meeting regarding finances of MCLS.
- Six attendees, four trustees attended. County will not increase the budget for the 8th consecutive year.
- Rochester Public Library Foundation information: started 1999 with \$100,000, took money and made endowment fund of 1.7 million.
- New copies of New York State Public Library Trustee handbooks are ready.

Old Business:

Director Evaluation.

- Reference handout draft of the Policy for the Evaluation of the Director-Draft 2010, highlighted area where changes will be. Change cumulative score of the evaluation documents filled out by the seven Library Board members will constitute 90% of the overall rating. The cumulative score of the reverse evaluation documents filled out by three senior staff will constitute 10% of the overall rating. Eliminate section "E" of the Policy for Evaluation of the Director-Draft 2010.
- Evaluations will be emailed to us in two weeks. In July, we will complete the Director Evaluation as specified in the 'H' section of the Policy for the Evaluation of the Director-2010.

Table Long Range review because staff will discuss at staff meeting.

New Business:

Meeting Schedule. Agreed to move July 2010 meeting to Tuesday, July 20.

Building remodeling.

- Carpet in Evans basement completed. Scheduled carpeting on first floor to be done in the beginning of June, (6/7/2010)
- Cosmetic improvements to the McGraw branch will be done in August or Sept. when summer reading program is over.
- Ceiling paint is not recommended because the acoustics will be affected, the noise level, a common customer complaint, would increase.
- Lighting lens on florescent lights can be replaced-will look into cost, maintenance can do that.

Union negotiations team. Next steps: President sent MOA to lawyer; confirm that lawyer has received MOA. We received electronic version of the library employees' contract; send Library Director a copy of the contract.

Communication Services:

- Contract with Libby Post signed for a period of 12 months: June 1, 2010 to May 31, 2011.
- Right to cancel and right to extend, then enter month to month.
- Invoice will be sent to T. Buford. Invoices should be sent on a monthly basis.
- Workshop meeting set for Tuesday, June 8 at 6:30 at McGraw. Advertise June 8, 2010 meeting as a workshop to positioning library as an essential service.
- Board subcommittee will give L. Post a tour of Irondequoit to acquaint her to the wonderful Irondequoit community.

President's Remarks:

We may not need an executive session since issues discussed.

Motion to adjourn, moved, seconded, unanimous, motion passed. Meeting closed at 9:20.

Respectfully submitted,

Irena Skrobach, Secretary