

Irondequoit Public Library Board of Trustees
Monthly Meeting
June 16, 2010

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

Absent: Karyl Mammano, excused

Town Board Liaison: Deborah Essley

Meeting called to order at 7:02.

Agenda approval: Motion to approve agenda, seconded, all for, approved.

Public Input: Mr. Golan: interested in process and planning. The question is how to start; it is easy to draw plans and then present them with generic funding methods in mind. It is important to talk to other groups to get their input. Keep the process open.

Board Correspondence: no new emails; those interested individuals with a desire to partake in focus groups should contact Terry Buford.

Approval of May 19, 2010 Board meeting minutes, moved, seconded and approved, motion carries for approval.

Vouchers:

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

Director's Report:

Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, June 16, 2010

1. Library System News

- The budget for the Central library is being examined for savings to help keep the Central library open on Sundays. Currently Central may close 8 to 10 Sundays— but still be open through winter. The MCLS finance committee has developed 11 creative ways to help close what is currently a \$200,000 budget gap for 2011.
 - 1) Lower salary for MCLS liaison.
 - 2) Increase out of county card to \$50 a year.
 - 3) Aggressively go after people with fines under \$35.
 - 4) Lower the UMS threshold to \$25. Or increase UMS fees from \$15 to \$20.
 - 5) Eliminate paper mailers completely.
 - 6) Develop collectible library card designs.
 - 7) Increase holds fees.
 - 8) Attempt to sell advertising space on the MCLS website.

9) Annual famous author fundraiser 10) Increase the 2012 cost shares 11) Town LLSA monies would be filtered into MCLS. Finance Committee will make recommendations to the MCLS board for their next meeting. The MCLS budget is due to the County June 25.

2. Town News

- As in past years DPW will use the rear of the McGraw Branch parking lot for occasional storage of construction vehicles and supplies such as gravel during the summer months. Left over supplies will be given away to the public at the McGraw parking lot location as part of the DPW giveback program.
- I attended the 2011 budget process kick off meeting on Wednesday, June 3rd at town hall. Supervisor D'Aurizio and Comptroller Sealy would like to pursue a more aggressive timeline than in previous years with the completed budget to be submitted by September 30th. Our tentative schedule for the budget process is that our proposed budget submission is due by August 19, the day after the library board approves it at the August library board meeting. As soon as I receive the promised reports and projections from the comptroller's office and human resources department I will commence work on the 2011 budget.

3. IPL News / Facilities report

- The carpet replacement and is nearly complete at Evans Branch. We are still on pace to meet our Monday, June 21 opening date. The installers from RC Shaheen and the volunteer professional movers from Sherman's Furniture Rentals have been excellent. So far, the project is going relatively smoothly. As anticipated, much of the wooden shelving and furniture which is almost 50 years old does not stand up well to being moved. Some pieces have to be repaired after moving. Many thanks to Dave Shaheen of Shaheen's and Peter Kelderhouse of Sherman's Furniture Rentals for all their support. The staff of the Evans branch has worked extremely hard during this project. They moved a large portion of the branch's collection to the basement and then moved it all back again. They unhooked and moved all the library's computers, printers and phones and are in the process of putting it all back.
- Two of our most esteemed colleagues at Evans Branch have announced that they are leaving. Carla Robbins, longtime manager of the Evans Branch is retiring on August 29. Mary Gleason, Children's Librarian at Evans is leaving August 20 to pursue work in the private sector.

4. Financial/Statistical Report Highlights

- Vouchers of note are: #166 Communications Services, the first invoice from the consultant; #170, Fusion Digital, for setup and installation of network servers and other equipment obtained through the federal energy conservation grant; #183, Thyssen Krup Elevator, for troubleshooting the malfunctioning Evans Branch elevator; #187 Harris Beach, for reviewing the union contract MOA; #188 Shaheens, for the carpet and installation on the first floor of Evans Branch.
- Please take note of the current town expense control report. At the end of May we are about 42% into the fiscal year. All expenditures in all categories are in good control. We are on target for salary and benefit expenditures and quite a bit under operating expenditures. The low operating costs are normal due to the cyclical nature of our spending on library materials and the high maintenance expenditures we incur in the summer months. This summer we will refurbish the McGraw exterior and re-caulk the Evans exterior. With the carpeting and painting projects we will be well over our operating expenses budget by year end and will dip into our fund balance to cover those costs as we planned. The surplus we from 2009 that was added to our fund balance should more than compensate for these remodeling costs.

Terry Buford

President's Report:

- Memorandum of Agreement (MOA) for CSEA contract signed this month.

Friends Liaison Report:

- Miriam Ganze attended meeting.
- June 22, 2010 meeting is planned.
- Pursuing various fundraising activities: calendar, perhaps create one.
- Seeking new members.

Foundations Report:

- Meeting for 6/14/2010 was cancelled; next meeting will be on 7/19/2010.
- Foundation members were pleased with Libby Post's (consultant) presentation on 6/14/2010.

Town Board Liaison Report:

- Supervisor D'Aurizio pleased with Libby Post and her presentation.

Old Business:

Director Evaluation

- Forms will be handed out. Transfer information from the pink worksheets to the permanent white sheets. Drop off the white sheets in a sealed envelope to Evans library by 7/13

Long-range plan review has been tabled.

New Business:

Building Cosmetic Improvements

- Meeting with Shaheen's R.C. to discuss how to proceed with cosmetic improvements at McGraw. It is a different building that requires a different approach.
- Work will be done in late August/early Sept; carpeting installation and painting will be done in stages.
- Library will be closed during Labor Day.
- New tables have been purchased on sale at Staples. They are lighter and easier to move.
- A thank you letter from the Board will be drafted and submitted to the Post.
- Volunteers for the cosmetic improvements are professionals.

Union Negotiations Team

- Negotiations have not started but we are preparing for them. Scott Piper from Harris Beach is our representative.

Communication Services:

- Receipts for meals and mileage will be submitted.
- Individuals interested in being part of the focus groups are encouraged to contact Terry. Individuals will represent diverse segments of Irondequoit: users/non users/all age groups/civic leaders/parents etc.
- Questions will be posed in the focus groups. There will be standard as well as tailored questions.
- Libby Post's presentation will be posted on the website with continued update information, i.e. schedule of focus groups to begin in the fall of 2010.
- The town website will also have information on the focus groups.
- If people unable to be in focus groups, one on one meetings may be offered.
- The focus group process will be fine tuned in the July board meeting as well as updated information from Ms. Post.

President's Remarks:

There is a need for an executive session to discuss union negotiations.

Motion to go into executive session at 9:14 to discuss union negotiations.

Motion to adjourn regular meeting at 9:15; all in favor, approved.

Motion to close executive session at 9:28; all in favor, approved

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

Respectfully submitted,

Irena Skrobach, Secretary