

Irondequoit Library Board of Trustees
Monthly Meeting
Minutes for October 20, 2010

Trustees present: Mary Ellen Jones, Miriam Ganze, Elaine Cole, Karyl Mammano, Irena Skrobach, David Heffer

Absent: Stephanie Squicciarini, excused, Deborah Essley, Town Board liaison

Also present: Terry Buford, Director, Mirko Pylyshenko (honorary trustee)

Meeting called to order at 7:03.

Agenda approval: Motion, seconded, all for, approved.

Public Input: none

Board Correspondence: none, continue to check email account

Approval of September 15, 2010 Board Minutes with minor corrections.

Motion for approval of September 15, 2010 Board minutes with corrections, moved, seconded, all for, approved.

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

Director's Report:

Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, October 20, 2010

1. Library System News

- The MCLS Board wants to address their financial shortfall by having member libraries such as IPL increase their contribution above and beyond the annual cost share and 3% escalator contained in the MCLS contract with member libraries which is in effect through 2011. They are suggesting 3 possible approaches for this. 1) Increase the hold fee to 75 cents and pay a bill from MCLS based on paying 25 cents for each of the number of holds we process. 2) Increase the hold fee to \$1 and pay the 25 cents for each hold to MCLS and keep the other 25 cents of the increase. 3) Just pay the bill based on 25 cents per hold processed and eat the cost without increasing our user fees.

2. Town News

- Trustees Squicciarini, Jones, Heffer, Mammano, Skrobach and I presented the IPL proposed 2011 budget to the town board at a budget workshop on Wednesday, October 13th at 5:30 PM. We had already cut \$130,000 from our proposal at the request of Supervisor D'Aurizio so by the time of the actual presentation the proposed budget already was a cut from the amount we received in 2010. The session lasted about an hour with detailed questions and discussion of library expenses and operations. The next budget process event is the 2011 budget public hearing with the town board on Thursday, November 4 at 7 PM and the regular town board meeting On Tuesday, November 16 at 7 PM when the final budget for 2011 is passed.

3. IPL News / Facilities report

- Our vandalism problem at McGraw continues. Nothing serious mostly nuisance type activities.
- On Monday, October 18 the Chase Bank across the parking lot from Evans Branch was robbed at around 10AM. Police visited the library to inquire about any outside cameras.
- We have installed baby changing stations in the ADA restrooms at both branches.
- We've had a series of breakdowns and repairs in HVAC, plumbing and electrical systems in the past month, bills to come or detailed below in the financial report.

4. IPL Personnel Report

- Amy Holland our new Children's Services Librarian at the Evans Branch started work on Monday, September 6. She comes to us from part-time Children's Services positions at Webster and Hamlin.
- The two new Adult Services librarians started with the IPL on Monday, October 18. Amy Henderson will work at the McGraw Branch and replaces the outgoing Christie Simons. She comes to us from the SUNY Buffalo Library School with stops at Pittsford, Fairport and the Bryant and Stratton College. Virginia Payne will work at the Evans Branch and replaces Nora Pelish who was promoted to Branch Manager to replace the retiring Carla Robbins. Virginia comes to us from jobs at the MCC Library and the Rochester Public Library's Sully Branch.

5. Financial/Statistical Report Highlights

- Vouchers of note are: #306, Anthony Electric, for electrical work involved in the McGraw carpet replacement; #318, Doyle Security, annual charge for alarm system monitoring for 2 branches; #329, MCLS for the mail and phone contacts to patrons for the 3rd quarter of 2010; #331, MCLS, half of our annual cost share; #332, Monroe Piping, for repairs to McGraw and to investigate complaints of noisy equipment from Evans branch next door neighbor; #339, Shaheen Paint Co., for resilient flooring at the back entrance to McGraw Branch.
- Please take note of the current library financial summary and town expense control report. At the end of September we are roughly 75% into the fiscal year. All expenditures in all categories are in good control. We have expended 77% of our payroll funds and 68% of our operating funds. We have collected 67% of our customer generated revenue. This project to at best a 9% customer generated revenue shortfall or about \$15,000.

Terry Buford

President's Report: none

Friends Liaison Report:

- Membership drive in full gear, 15 new members joined
- Friends Newsletter distributed that contains new information about the library, library programs and staff changes
- Friends membership renewal letters to be sent out shortly
- Cam's Friends Fundraiser to be held on Oct. 19, 2010
- Friends representatives attended the Irondequoit Town Board meeting to speak on behalf of the library; focused on promoting the library as an essential service
- Friends' representatives plan on attending the Nov. 4, 2010 town budget public input forum
- Friends Board plans on expanding its size by the addition of three new members

Library Foundation Report: October meeting

- The Foundation is planning on expanding the Foundation Board to seven members
- General policies were discussed.
- Areas of discussion included: capital fundraising; endowment; future construction projects that would need additional matching funds; future website

Town Board Liaison Report: none

Old Business:

- Long Range Plan Review, tabled until Communication Services Report (Libby Post) released
- Board Policy Manual, tabled, presently compiling information
- Electronic Records Retention Policy-discussion, motion to accept MCLS policy on Computer Use Log Retention (March 1, 2010 version), motion, moved, seconded, all approved.

New Business:

- 2011 Budget Revenue Review-expected revenue forecast not completed as requested however will be addressed reduce projected revenue projection by \$15,000; reduction of budget by at least \$30,000 more-expect to cut from materials and office supplies.
 - ❖ Fundraising- formation of a Fundraising Ad-Hoc committee discussed; fundraising ideas discussed.

Communication Services: -none

Board President's Remarks: - none

Motion to adjourn to Executive Session to discuss ongoing negotiations with the CSEA, seconded, all approved, regular meeting adjourned at 8:35. Executive Session opened at 8:36. Motion to adjourn Executive Session, moved, seconded. Executive Session adjourned at 9:00.

Respectfully submitted,

Irena Skrobach, Secretary