

**Irondequoit Library Board of Trustees**  
**Monthly Meeting**  
**Minutes for November 17, 2010**

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

**Absent:** Karyl Mammano, excused, Deborah Essley, Town Board liaison

**Also present:** Terry Buford, Director; Ann Ryan, President of Friends

Meeting called to order at 7:00.

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

**Public Input:** none

**Board Correspondence:** none

**Approval of 20 October, 2010 Board Minutes:**

Motion for approval of October 20, 2010 Board minutes, moved, seconded, all for, approved.

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

**Director's Report:**

**Irondequoit Public Library**  
**DIRECTOR'S REPORT**  
Wednesday, November 17, 2010

**1. Library System News**

- Nothing new from MCLS on their anticipated budget shortfall for 2011. I have communicated the board's views that sticking to cost share amounts for member libraries outlined in the current MCLS contract is vital for us.

**2. Town News**

- I attended the 2011 budget public hearing at the town hall along with Trustees and Friends. The hearing was lightly attended and took less than an hour to complete. The budget was approved without further changes to the library portion at the regular town board meeting on Tuesday, November 16.
- Mike Spang is retiring and a new Director of Parks and Recreation, Peter O'Brien, was hired.

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

- The vandalism at McGraw has stopped for now. Dropping evening temperatures may be the reason.
- Building maintenance issues continue. This month we had repairs to: Evans Branch security system, Evans Branch outdoor security lighting, McGraw and Evans fluorescent lighting fixtures and a broken door lock.

### **4. IPL Personnel Report**

- The staff is eager to learn of the new health care plans that are available. We will all attend a workshop at town hall on Friday, November 19 to learn more.
- Library Board President Stephanie Squicciarini spoke to the staff at the staff meeting on November 11. Her remarks were uplifting and encouraging and well received by the staff.

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

- Vouchers of note are: #348, Anthony Electric, for repair of outdoor security lighting at Evans; #361, Doyle Security, for inspection and repair of security and fire alarm system at Evans; #384, Shaheen Paint, for painting supplies at McGraw; #386, Sodbusters, for trimming of trees at McGraw Branch; #390, Upstate Safe and Lock for repairs to broken doors and locks at Evans; #392 Virtual Graffiti Inc, for 2 Fortigate firewalls to improve wireless internet service at both branches.
- Please take note of the current library financial summary and town expense control report. All expenses and revenues are in good order except contracted services where we used fund balance monies to do cosmetic improvements to the branches this year. This month you are also receiving in your packet the quarterly trustee account report.

Terry Buford

### **President's Report:**

- Stephanie Squicciarini attended the IPL staff meeting (annual invitation).
- Highlighted fact that, as in prior years, this upcoming year will also be challenging because of the budget.
- Answered questions staff presented and stated that staff schedules may be affected if library hours are adjusted. Reinforced to staff that open communication is important to the board.

**Friends Liaison Report:** IPL Board Trustee Miriam Ganze attended and reports:

- The Friends group is very motivated and excited
- Four new members attended a Friends orientation
- Next scheduled meeting is on November 28
- Discussing a possible 'Storytelling Festival' event in the spring, 2011
- Friends is joining the Rochester Arts Council
- Friends collected \$220 from the sale of books at the Irondequoit Farmers' Market this summer and \$90 from the Cam's pizza fundraiser and \$117 from the sale of books at the Community Garage Sale hosted by Eastridge Alumni and Eastridge Education Foundation
- Friends donated \$50 to the Teen Book Fair
- Group is planning on a promotional item to sell but will be after the new 2011 year
- Group will meet with Communication Services President Libby Post on 11/23/2010
- Friends has money for all scheduled 2011 programs
- Friends annual membership drive letters sent out

**Library Foundation Report:** November meeting

- The Foundation is planning on expanding the Foundation Board to seven members and is currently looking for new members. If anyone knows of possible candidates who may be interested in joining, please refer them to the Foundation Board members. It would be nice to get all generations involved. Preferably, future members would have experience (some) in accounting, legal procedures, event planning, organization or management
- General policies and internal business was discussed.

**Town Board Liaison Report:** none

**Old Business:**

- Long Range Plan Review, tabled until Communication Services Report (Libby Post) released
- Board Policy Manual, tabled because board trustee Karyl Mammano heads the committee and is not present. Motion to table discussion of the Board Policy Manual, moved, seconded, all approved, motion passed.

**New Business:**

- Discussion on subject matter of compensation for employees in the position of Page. Consideration of a preliminary starting rate at minimum wage, salary would then increase after satisfactory performance of a 3-4 month probationary period. The new salary would increase \$00.20 to \$00.30/hr; that same pay is then sustained with no increments.
- IPL Calendar, 2011 Holidays:

- Motion to approve IPL 2011 Holiday Calendar to also include one time only holiday Friday December 31, motion moved, seconded, all approved.
- Motion to give staff Friday, May 27, 2011 off for the Monroe County Library System Carl computer upgrade (computer upgrade process leaves all libraries in Monroe County with no computer functioning for that day) motion moved, seconded, all approved.

**Communication Services:**

- Meetings scheduled with Communication Services President Libby Post with Friends on 11/22 and with the Library Foundation on 11/23
- Continuing to compile focus groups data
- January, 2011-new IPL logo and brand options will be presented
- January, 2011-public presentations (dates to be confirmed)
- February, 2011-training (meeting) with staff to discuss customer service

**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 8:40. Executive Session opened at 8:45. Motion to adjourn Executive Session, moved, seconded. Executive Session adjourned at 9:00.

Respectfully submitted,

Irena Skrobach, Secretary