

**Irondequoit Library Board of Trustees  
Monthly Meeting  
Minutes for January 19, 2011**

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

**Absent:** none.

**Also present:** Terry Buford, Director; Deborah Essley, Town Board liaison; Ann Ryan, President of Friends of the IPL.

Meeting called to order at 7:08.

**Agenda approval:**

Election of Officers: motion to delay election for purpose of having full board attendance, moved, seconded, all for, approved.

Motion to accept agenda with delay for election: moved, seconded, all for, and approved.

**Public Input:** Ann Ryan reported on some town individuals' observations.

**Board Correspondence:** no correspondence

**Election of Officers:** Motion to approve the following slate of nominated officers for **2011:**

**President:** Stephanie Squicciarini  
**Vice President:** Mary Ellen Jones  
**Treasurer:** Miriam Ganze  
**Secretary:** Irena Skrobach

**Trustees at Large:** Elaine Cole, David Heffer, Karyl Mammano

Motion to cast one vote for the entire slate of nominated officers, moved, seconded, all for, and approved.

**Approval of December 15, 2010 Board Minutes,**

Motion for approval of December 15, 2010 Board minutes, moved, seconded, all for, and approved.

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

## **Director's Report:**

Wednesday, January 19, 2011

### **1. Library System News**

- I'll be attending the MCLS Library Director's Retreat at Henrietta Public Library on Monday, January 24, where we'll have guided discussions about the future of libraries both short and long term.

### **2. Town News**

- Close out of 2010 budget underway. We should have a clearer picture of how things stand financially at the end of March.

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

- Had to replace the Evans Branch sump pump.
- Still doing some painting at Evans Branch.

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

- We are using our intranet, which we call the e-portal, to facilitate communication among employees. We post schedules, memos and other things that should be shared. We also have posted policies and forms for quick access.

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

- Vouchers of note are: 2010; #457, Home Depot, for a new snow thrower at McGraw Branch; #460, Monroe Piping, for the quarterly payment on our maintenance contract; #464, Monroe Piping, for replacement of the sump pump at Evans branch. 2011; #12, Janway, for ear buds; #13, Library Trustee Association of NYS, for annual dues (used to be NYSALB); #14, MCLS, for the annual movie licensing agreement.
- In your packet are the usual reports for 2010. We will be closing out 2010 with a deficit although it is one we anticipated. Both the consultant and the carpet replacement project were items not in the 2010 budget. Combine those overruns with a revenue shortfall in library fees and the missing state aid and we will be cutting into our fund balance but we won't know how much until next month at the earliest.

Terry Buford

**President's Report:**

- On-going information exchange continues with the town supervisor, Friends and the Library Foundation
- Suggested library branch managers attend library board meetings to expedite communication

**Friends Liaison Report:** IPL Board Trustee Miriam Ganze attended. Both Ms. Ganze and Ms. Ryan report:

- Group had a meeting with Ms. Post in December. Friends commented that it was a productive, energetic meeting and thanked Ms. Post for her professional insight and suggestions.
- The Friends are in the initial stages of planning a spring 2011 library walk fundraiser. The walk will begin at the McGraw library and continue to the Evans library. This will be a celebration of the library: its services, its value and as an asset to the residents of Irondequoit.

**Library Foundation Report:** January meeting

- The foundation invited Friends president Ann Ryan to attend their meeting. Peter Kelderhouse was also invited as a guest.
- Discussed and defined what the foundation's fundraising purposes will be:
  - To comply with foundation's mission statement
  - To promote non-budget big ticket items to support the library
  - Foundation does not provide funding for improvements to the buildings
  - Joint fundraisers with the Friends discussed
  - Planning on setting up an event
  - Donors will be encouraged to donate to both restricted and unrestricted funds
- Ms. Post will assist with fundraising strategies

**(Additional Information: KUDOS to the following fundraising efforts:**

- The library staff raised \$30,000 in 2010.
- The Friends raised \$10,000 for programs.
- The library's "Buy a Book" Campaign generated \$1,000 in its first month, December, 2010)

**Town Board Liaison Report:**

- The town received approximately 60-70 phone calls regarding the possibility of the library becoming a taxing district; this is a concern. Library Board President Ms. Squicciarini clarified that the library board is only acquiring information and exploring an option that other libraries in the state have done over the years. She stressed that this is only information gathering at this point.
- An electronic company will be moving into the Summerville area.
- The Mobile gas station on Ridge and Goodman has been purchased.

- The KFC on Culver Rd. will become a Horizon
- The Sauders Company will be locating in Culver Ridge Plaza.

### **Old Business:**

- Long Range Plan Review, tabled
- Board Policy Manual, tabled Motion to table discussion of the Board Policy Manual, moved, seconded, all approved, motion passed. The following areas will be added for discussion: Policies/Procedures for the Director's Evaluation, Board duties, conflict of interest, Board orientation/checklist
- MCLS cost share: we are scheduled to pay \$54,000 plus 3%; MCLS wants \$3,900 above the initial \$54,000 plus 3% as other libraries are paying this amount as their share cost. Discussion and a motion made to approve, with deep reservations, the additional MCLS cost share of \$3,900, motion, seconded, all for, and approved, motion carries.
- IPL is still scheduled to receive \$15,000 from the state.

### **New Business:**

- New library hours: Director met with branch managers to discuss the possibility of revamping certain library hours. Managers stated they did not want to change hours since their main concern was the effect on established library programs. Also, this would dramatically alter staff schedules. Discussion and suggestion that a review of hours occurs at budget time. T. Buford will look into an option of opening the library one hour longer, closing at 6 to accommodate the need for longer hours requested by patrons. Discussion of this topic will continue at February's board meeting.
- Expired card fees; other towns were contacted and their revenue increased slightly. Consideration will be given to setting up a payment plan for those individuals who are unemployed. Motion to make adjustments for collecting owed monies on expired library cards and fines, motion seconded, all for, and approved, motion carries.

### **Communication Services Update:**

- Awaiting follow-up with Ms. Post
- Develop a list of priorities: for staff, for Library Board, for the library buildings
- Priority is to secure funding for the future.
- Discussion: continue to discuss how to enhance our revenue stream

### **Board President's Remarks:**

Motion to adjourn to Executive Session to discuss ongoing negotiations with the CSEA, seconded, all approved, regular meeting adjourned at 8:57. Executive Session opened at 8:58. Motion to adjourn Executive Session, moved, seconded. Executive Session adjourned at 9:08.

Regular Library Board meeting adjourned at 9:10.

**Irondequoit Library Board of Trustees**  
**Executive Session Meeting Minutes**  
**1.19.2011**

Executive Session scheduled to discuss ongoing union contract negotiations.

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

Also present: Terry Buford, Director

Meeting called to order at 8:58.

Motion to adjourn Executive Session, moved, seconded. Executive Session adjourned at 9:08.

Respectfully submitted,

Irena Skrobach, Secretary

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