

Irondequoit Library Board of Trustees
Monthly Meeting
Minutes for
February 16, 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; Ann Ryan, President of Friends; Karen Hultz, Irondequoit Public Library, McGraw Branch Manager; Nora Pelish, Irondequoit Public Library, Evans Branch Manager.

Meeting called to order at 7:03.

Agenda approval:

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

Public Input: Tim Golan presented the Greater Rochester Health Foundation's brochure on "Healthy Weight Kids" program and initiative. Mr. Golan suggested that the library consider handing out the literature and possibly engage in instituting the program at the library. He mentioned that there was a competitive grant of \$7,500.

Board Correspondence: no correspondence

Approval of January 19, 2011 Board Minutes,

Motion for approval of January 19, 2011 Board minutes with correction: 'Verizon' for 'Horizon' under Town Board Liaison report, moved, seconded, all for, and approved.

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

Director's Report: Irondequoit Public Library

DIRECTOR'S REPORT

Wednesday, February 16, 2011

1. Library System News

- I attended the MCLS Library Director's Retreat at Henrietta Public Library on Monday, January 24. We discussed the future of libraries especially in view of the proliferation of digital media. MCLS is planning on highlighting the digital media we make available to our customers such as magazine, newspaper and journal article databases, genealogical information, local history, downloadable audiobooks, ebooks and podcasts of programs and presentations. To make this content more visible MCLS is in the planning

stages of adding a branch to the library system, a digital branch which would only exist as a place you can reach on the internet.

- There will be a workshop for trustees and directors at the Chili Public Library on Saturday, March 5 from 1 to 5 PM. It will concern the finances of MCLS and planning for the future. I will attend and hope some of you can too.
- MCLS delegates will visit Assemblyman Morelle in his office at 1945 East Ridge Road on Thursday, February 24 at 9:30 AM.

2. Town News

- Long time DPW supervisor Walter Becker is retiring.
- The New York State Comptroller has completed the audit of town finances covering 2006 -2010. It will soon be available on the State Comptroller's website.
- We are keeping Monroe Piping as our HVAC service contractor for town facilities. This was a major concern for us. Changing contractors would require a new group of technicians to learn all the oddities of our buildings and their unusual HVAC systems configurations.

3. IPL News / Facilities report

- We are working hard to bring the entire staff up to speed on current ebook technology as many patrons are asking for help with their both their ebook readers and borrowing from our ebook collection. We purchased a Nook ebook reader from Barnes and Noble and we are requiring every librarian to download ebooks to it and learn the basics of how it works. We brought in a guest speaker to our staff meeting and also have sent librarians to workshops on this subject as well.
- After a long delay we have now received from the IRS most of the tax forms and instructions books our patrons have been asking for. Wrangling over the tax code in Washington delayed the booklets and patrons who want to do their own taxes and don't want to e-file have been very frustrated.

4. IPL Personnel Report

- This year I borrowed an idea that other libraries are doing to encourage their staff to attend professional development workshops and training. I took the majority of the conference and workshop money and divided it among the librarians. Each has \$400 to spend on professional development to cover workshops, conferences or other training. I am hoping this will encourage all the librarians to keep their skills up to date. This does not mean that other employees cannot attend workshops as we have reserved some money for that and also for speakers we might use at a staff meeting here. Any librarian

licensed by the State of New York after January 1, 2010 must complete 60 hours of professional development every 5 years to retain their license.

5. Financial/Statistical Report Highlights

- Vouchers of note are: #23, Barnes and Noble Inc, for the Nook ebook reader we purchased for staff training; #48, Vernon Library Supplies, to replace the vandalized people counter at McGraw Branch.
- Our New York State library aid check for 2010 arrived on January 24 and amounted to \$15,000. It was deposited and applied to our 2010 budget greatly easing the revenue gap we have discussed previously.
- In your packet are the usual reports. There is not much to say yet about 2011 you do have the first budget report of the year. We won't know exactly how we did for 2010 until around the end of March when the comptroller closes out the year but I am getting more confident that by limiting the expenditures on the cosmetic improvements to the buildings this past summer and the arrival of the 2010 state aid check we will still retain a fund balance of at least 5%.

Terry Buford

President's Report:

- On-going information exchange continues with the town supervisor, Friends and the Library Foundation.
- A meeting with the Supervisor is scheduled for February 25, 2011.
- Kudos to McGraw staff for assisting in the discharge of a book for a patron in Fairport. This effort was truly appreciated by the patron and Ms. Squicciarini who initiated the request. This allowed the patron to participate in a book discussion in a timely manner.
- IPL staff are continually invited and encouraged to attend IPL Board meetings.
- Staff training is scheduled for February 21, 2011. 'Tasteful Connections' will cater the event. The difference in the cost between a typical meeting and this meeting were approved of and will be taken from the Board account.

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

- The "Walk-a-Thon" fundraiser is scheduled for May 21, 2011. Friends are presently looking for volunteers.
- Friends had a table at the "Day in the Life of the Library" event. Library information was distributed and patrons filled out a short information sheet of what the library means to them.
- Annual meeting is scheduled for the fall, 2011.

- 3/1/2011 at 7pm Friends are sponsoring a free workshop, “Empower New York Energy Efficiency” for the public. An energy audit for both library buildings will be conducted.
- 2/21/2011, Libby Post will present.
- Will have a book sale at the upcoming Community Garage Sale.
- Suggestion that Friends look into the possibility of securing the Greater Rochester Health Foundation’s grant to assist with the Walk-a-Thon.

Library Foundation Report: Library Board liaison David Heffer reports:

- No meeting scheduled for February.
- The foundation is expanding its board by two members; the present board is requesting names of individuals who may be interested in serving.

Town Board Liaison Report: No Town Board representative present. It was reported that John Perticone is the new Town Board liaison replacing Deborah Essley.

Old Business:

- Long Range Plan Review, tabled, will be discussed in March.
- Trustee Handbook is tabled for discussion during the summer.

New Business:

- Logo selection: logo # 2 from the color palettes was selected. It received the most votes from trustees and staff combined.
- New library hours: Discussion focused on various problems that extended library hours would pose in the areas of staffing and financing. Possible solutions were offered and discussed. Further discussions will continue after clerical hours, scheduling and financing are analyzed.
- Discussion on how to market the library hours better.

Communication Services Update:

- Discussion on securing an area photographer, cost will be approximately \$2,200.
- Compile a list of community members for photos.
- Priority continues to be securing library funding for the future.

Board President’s Remarks:

- The results of the focus groups need continued discussion. The Board needs to define and put a priority on what direction and steps to take to move forward.

Motion to adjourn to Executive Session to discuss ongoing negotiations with the CSEA, seconded, all approved, regular meeting adjourned at 9:24. Executive Session opened at 9:25. Motion to adjourn Executive Session, moved, seconded. Executive Session adjourned at 9:28.

Regular Library Board meeting adjourned at 9:30.

Respectfully submitted,

Irena Skrobach, Secretary