

**Irondequoit Library Board of Trustees
Monthly Meeting
Minutes for
March 16, 2011**

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

Absent: Mary Ellen Jones, excused

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

Meeting called to order at 7:05.

Agenda approval:

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

Public Input: Ray McDonald supported efforts of the Library Board. He is concerned why individuals are questioning the board's transparency when the Library Board has functioned in a very open manner with correspondences, articles and posting of information on various media sites. Mr. McDonald stated it was necessary to create public consensus (as per L. Post's focus group summary report.) The perception of the library is that people value the library and are interested in seeing a return on their investment.

Board Correspondence:

- Sub-committee met to review and answer questions from L. Post's presentation.

Approval of February 16, 2011 Board Minutes:

Motion for approval of February 16, 2011 Board minutes with corrections: 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, March 16, 2011**

1. Library System News

- I attended the MCLS Library Director and Trustee Workshop with Trustee David Heffer at Chili Public Library on Saturday, March 5. Trustees and directors from all over the library system discussed the finances of the Monroe

County Library System. Participants were asked to brainstorm solutions for the struggles we face with declining revenues, declining state aid and costs of operation being increasingly pushed onto the member libraries at a time when they can least afford it. Increasing fines and fees as well as more alliances with the private sector seem certain.

- The major upgrade to the CARL/TLC library computer system scheduled for the Memorial Day weekend is proceeding on target and on time. Selected library staff will soon receive train the trainer training and will then train the rest of the library staff on the new features. Many of the changes are “under the hood” and will give us increased functionality in searching and report writing. The patron catalog, now called LS2PAC is redesigned. If you wish to test drive the new catalog, visit other CARL/TLC customer web sites such as the Los Angeles Public Library. <http://www.lapl.org/catalog/>
- Greece Public Library is increasing the hold fee to \$1 beginning June 1st. Other libraries are exploring fine and fee increases. The library system as a whole is discussing fee and fine increases as revenue becomes scarce and costs escalate. We strive to keep things for customers the same at all libraries but it is difficult to keep everyone on the same page when each town has varying levels of financial stress with which to cope..

2. Town News

- The New York State Comptroller has completed the audit of town finances covering 2006 -2010. It is available on the State Comptroller’s website. <http://www.osc.state.ny.us/localgov/audits/towns/2011/irondequoit.pdf>
- 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 on restoring some adult level programming at the Evans Branch. We are offering classes to assist our customers in using the library’s free ebook resources and plan on other technology instruction courses as well.
- McGraw Branch automatic door is broken again. Expect a major repair bill to get it working again.
- Today we completed our photo shoots for the library’s public relations campaign. We did 12 hours of shooting at each branch using a mixture of library customers of all ages as well as many prominent citizens from business, government and the arts. Included in the list of participants is Supervisor D’Aurizio, Police Chief Boyan, former supervisor Schantz, Judge Genier, County Legislator Ted O’Brien, Julia Figueras of WXXI, school

superintendents Jeff Crane and Susan Allen and Armand Schaubroeck from the House of Guitars. Terry Tyson from Communication Services and photographer Vasiliy Baziuk did a terrific job of working with each subject under the crowded conditions in each branch. As a result I think the recruitment and the photo shoots alone were large boosts to the library's image and reputation.

4. IPL Personnel Report

- Copies of the library's former union contract and current memorandum of agreement were requested through the Freedom of Information Law (FOIL). After consulting with the town clerk, attorneys and the town's Human Resources department to make certain proper procedures were followed; I released the documents to the person who requested them well inside of the time limit required by law.

5. Financial/Statistical Report Highlights

- Vouchers of note are: #62, Dell Computer, for Deep Freeze protection for public PCs; #71, Monroe Extinguisher, to recharge fire extinguishers and replace emergency lighting batteries at Evans Branch; #84, Tasteful Connections, for food and beverages at the staff meeting, training session and trustee meeting with Libby Post on February 21st.
- In your packet are the usual reports. There is also a quarterly report on the trustee accounts at Chase Bank. This is a budgetary report for 2010 dated March 9 that shows we managed to keep expenses \$5,000 below budget but we had a revenue shortfall of \$30,000 due mainly to lower than expected fines and fees collections which means we spent \$25,000 more than we took in. We were originally applying \$10,000 from fund balance reducing the shortfall to \$15,000 which must be covered by additional fund balance. Considering the unbudgeted projects we undertook this year this is not a bad performance. This early in 2011 there is still time to focus our efforts more sharply on reducing costs, maximizing revenue and recouping some of our losses from 2010.

Terry Buford

President's Report:

- Information exchange continues with the town supervisor, Friends and the Library Foundation.
- Met with the Supervisor on February 25, 2011. Information and ideas were exchanged.
- Spoke with former member of Thomas Group to inquire about updating their previous estimates and numbers for library building improvements to reflect true costs of materials and

adjust to rate of inflation in 2011 numbers. The different building scenarios, as presented in the Thomas Group report are still valid and need to be brought up to date in terms of cost estimates to be useful.

- Communication Services contract is up in May 2011.

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

- The “Walk-a-Thon” fundraiser scheduled for May 21, 2011 will include an open house at both branches. There will be music, caricatures and other fun events. Individuals may register, pledge or make donations.
- Library Board is invited to the WINers (Women’s Irondequoit Network) meeting scheduled for April 20th at the McGraw branch, 4:30-6:00. WINers will be celebrating their first year.
- Fundraiser-‘Summer Reading’ program t-shirts will be sold at the Irondequoit Farmers’ Market.
- Friends Newsletter includes information about the CARL system and upcoming Walk-a-Thon.

Library Foundation Report: Library Board liaison David Heffer reports:

- Discussed the possibility of funding a library poll.
- The foundation is looking for new members.
- Fundraiser-‘Sticky Lips’ may do one or more fundraisers; discussions on the details continue.
- The Rochester Metropolitan Jazz Orchestra may do a fundraiser.
- Foundation has a new ‘Domain’...IrondequoitPublicLibraryFoundation.org
- Libby Post is putting together fundraising ideas that are general in scope. A mailing list will be started. Expect to have designated fundraiser in the future i.e. for new furniture, designated books etc. Ideas to have ‘matching’ fund endeavor.

Town Board Liaison Report: none, no Town Board representative present.

Approval of new Town Board liaison:

Motion to approve John Perticone as new Town Board liaison: moved, seconded, all for and approved.

Old Business:

- Long Range Plan Review, tabled.
- Trustee Handbook is tabled for discussion during the summer.

New Business:

- Programming at the two branches: available resources are split evenly between the two branches. Differences in programs offered are due to individual branch staff developing their own programs, a wish to avoid duplication in order to maximize available resources and the lack of an adult services librarian at the Evans Branch.

- MCLS (Monroe County Library System) finances and the County Library system are not well understood. There is a possibility that dozens of employees may be laid off. Looking at radical solutions to solve the present poor financial situation. Exploring possibility of regionalizing inter-library loans. Ten percent cut to libraries in the State Budget. Increase revenue by possibly selling advertising on their website; monies raised would go to 'cost share' area. Dave Heffer will attend the next scheduled MCLS meeting on 3/21/2011.

Communication Services Update:

- Letterhead, business cards and stationary have been completed.

Board President's Remarks:

- The Board will continue to define and put a priority on what direction and steps to take to move forward.

Library Board meeting adjourned at 9:45.

Respectfully submitted,

Irena Skrobach, Secretary