

Irondequoit Library Board of Trustees  
Monthly Meeting  
Minutes of April 20, 2011

Trustee Members present: Karyl Mammano, Stephanie Squicciarini, Elaine Cole, Miriam Ganze

Excused: Irena Skrobach, David Heffer, Mary Ellen Jones,

Others Present: Terry Buford, Director; Ann Ryan, Friends Board President; John Perticone, Town Board Liaison; Wolodymyr Pylyshenko, Honorary Trustee

Meeting Called to order at 7:10 p.m.

Agenda approval: Moved, seconded, approved.

Public Input: None

Minutes: March 19, 2011 minutes moved, seconded, approved.

Board Correspondence: President Squicciarini circulated a copy of her remarks made at the April 19 Town Board meeting. She also circulated an anonymous letter from a patron with various suggestions for library operations. Trustee Cole attended the WINners meeting at the McGraw branch on April 20, 2011, hosted by the Friends, where she answered several questions about the Library and the Foundation.

Vouchers: Vouchers moved, seconded, approved with exception of voucher # 99 for Communication Services which must be corrected.

Director's Report:

**Irondequoit Public Library**  
**DIRECTOR'S REPORT**  
Wednesday, April 20, 2011

**1. Library System News**

- The major upgrade to the CARL/TLC library computer system scheduled for the Memorial Day weekend is proceeding on target and on time. We have a test database up and running and staff are practicing on their off desk time when it can be fit in. As I have mentioned earlier, 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/>
- MCLS library directors continue to discuss an increase in fines and fees that all members can live with and so these charges can remain as consistent as possible for customers throughout the system.

## **2. Town News**

- Mike Spang's retirement party was last week. Many current and former employees were on hand and former town supervisor Fred Lapple flew in from Florida to salute Mike who worked for the town for over 30 years.

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

- Channel 10 gave us great coverage of spring break week Evans Branch children's activities on their early morning news show. Kudos to Amy Holland and Nora Pelish and some hardy families that came in before 5 AM on Monday to promote the program that afternoon. Amy did a live talk with the studio hosts and was smooth and professional throughout. The program that afternoon was filled to capacity.
- McGraw Branch automatic door opener is working again. The new closer is supposed to stand up better to high winds. Expect a major repair bill to get it working again.
- On Friday, April 15, police were called to the Evans Branch after the neighbor next door called to complain of rowdy teens outside the library fighting. The police arrived, the kids ran and some were apprehended and at least temporarily detained in squad cars.
- With the warmer weather we have a return of vandalism problems at McGraw. The rear of the building was painted with graffiti over the last weekend. The police have been alerted.

## **4. IPL Personnel Report**

- Both library branches are struggling with staffing right now. Evans Branch is down one full-time librarian due to a medical leave and McGraw Branch is down one part-time clerk also due to a medical leave. If you see librarians unpacking delivery or working circulation desk it is probably due to these situations. Until we get these people back we will occasionally be struggling to adequately staff our public service points.
- Every employee is now wearing a magnetic name tag or a lanyard with a double-sided easy to read name tag. I don't require last names but you should be able to easily see first name and job title.

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

- Vouchers of note are: #100, Dell Computer, for anti-virus software annual license fee; #104, 4imprint, Inc., for IPL lanyards for employee ID badges and

fundraising; #106, Goodman Janitorial Supply, carpet shampooing supplies; #116, Overdrive, our e-book vendor; #126, Vasily Images, for the photography and related services to produce the posters for our community outreach and marketing campaign.

- In your packet are the usual financial and statistical reports. At the end of March in the 2011 budget year with approximately 25% of the year gone our expenses are on target with payroll and under on all other expenditures. Due to staffing problems and medical leaves I am trying to stretch our budget for substitute employees to cover. For revenues we generate we are doing better than last year. Library charges are at 25%, 21% last year. In miscellaneous income we are at 30% up from 22% last year. In copier revenue we are at 21% same as last year. For 2011 we have generated \$1,480 from new fund raising activities. It was zero last year.

Terry Buford

President's Report: June meeting may need to be rescheduled for lack of a quorum. Discussed possibility of inviting Town Board members to "shadow" library personnel.

Friends Liaison Report: M. Ganze reported on the progress of the Friends walk on May 21<sup>st</sup>. People can register on line. Story telling and face painting will be offered at each branch that day. Friends sold books at the East Irondequoit garage sale and raised \$195. Friends will march in the July 4<sup>th</sup> town parade.

Foundation Report: S. Squicciarini reported that the Board is in a quiet phase. It would like to add new members. E. Cole will contact a prospect.

Town Board Liaison Report: J. Perticone acquainted the Board with several development projects pending. Some town departments have lost or will lose long-time employees, creating large payroll costs.

Old business:

Fines and fees: No increase in 9 years. MCLS directors would like uniformity. Some members have gone to .35 for daily late charges; and \$1.00 for hold fees.

Long range plan: Add a reference to pursuing all avenues of support, to the "Improve Funding" section. Plan will be reviewed again at July meeting.

Trustee handbook: Tabled

New business:

1. Library policy manual and CSEA contract differ in some places.  
Motion to make the library's sick leave and doctor's certification policies be the same as the CSEA contract clauses, moved, seconded, and approved.
2. Letter head and business cards: Director Buford ordered business cards for the Trustees; will be paid from the Trustee account. Letterhead being prepared.
3. Poster reception: June 6 at McGraw branch from 6:00-8:00 p.m.
4. Board subcommittees: Tabled to May meeting

Communication Services: Questions and Answers from the focus groups have been prepared and will be put on the website and available in hard copy in the branches. Discussed updating the Thomas Report information on capital costs.

Meeting adjourned: 9:30 p.m.

Respectfully submitted,

Elaine Cole