

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of June 15, 2011

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

Excused: Irena Skrobach, Miriam Ganze

Others Present: Terry Buford, Director; Ann Ryan, Friends Board President

Meeting Called to order at 7:00 p.m.

Agenda approval: Moved, seconded, approved.

Public Input: None

Minutes: May 18, 2011 minutes. Add J. Perticone as present. Motion to approve as corrected: moved, seconded, approved.

Board Correspondence: No report

Vouchers: #172 Transportation for staff training at central library
#176 MCLS quarterly telephone and mail costs
177 Monroe Piping for heating valve at McGraw
#179 OverDrive e-book vendor
All vouchers moved, seconded, approved.

Director's Report:

Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, June 15, 2011

1. Library System News

- The upgrade to the CARL/TLC library computer system has gone very smoothly. Although the system is still being fine tuned and we are still working glitches out of a few features it has been very smooth transition.
- Most system libraries are increasing their fines and fees effective September 1, 2011. As a system we are trying to standardize as much as possible so the customer experience is as similar as possible from site to site. The last increase was nine years ago.

2. Town News

- I will be attending the budget kick-off meeting with other department heads on June 23. At this meeting we usually hear about the Supervisor's goals for the new budget and what is expected when budget proposals are submitted.
- I've already had a request for 6 library posters for area businesses generated by Chris Finger from the Friends of the IPL and the Irondequoit Federal Credit Union.

3. IPL News / Facilities report

- We are working on a slate of adult level programs for Evans Branch, led by Nora Pelish branch manager. They would begin in the fall.
- The faulty heating valve at McGraw has been replaced by Monroe Piping.

4. IPL Personnel Report

- We had a resignation of a part-time clerk at Evans but may already have a replacement lined up. The McGraw Branch part-time clerk out on medical leave is back to work.
- Tuesday, June 14 was staff training day. The entire staff took a bus trip to the Rundel Library in downtown Rochester. There we received a tour of the facility with talks by division heads about the unique holdings of their departments. We also visited where much of the MCLS system services operate such as automation and shipping. It was an excellent opportunity for staff to learn more about how their system works and will help them when referring customers to central library divisions for additional library service.

5. Financial/Statistical Report Highlights

- Vouchers of note are: #172, Golden Memories, for bussing the entire library staff to the Rundel Library and back; #176, MCLS, for quarterly phoning and mailing; #177, Monroe Piping, for replacement of a major valve in the McGraw Branch HVAC system; #179, OverDrive, Inc., for purchase of E-Books.
- In your packet are the usual financial and statistical reports. With approximately 42% of the year gone we are in very good shape on expenses. On the revenue side we slightly behind in copier and library revenue, slightly ahead in miscellaneous revenue but have not received any state aid money yet. As of the end of May we have generated just under \$2K in direct fund raising for new library materials.

Terry Buford

President's Report: Thank you to Friends for Walk to Connect and help with the poster reception. Thank you letters to reception donors going out.

Friends Liaison Report: Ann Ryan reported that the Walk to Connect made \$2000. Friends are looking at dates for Walk next year. Contemplating books sale/ice cream social/BBQ this summer.

Foundation Report: None

MCLS Liaison: Next meeting is Monday 6/20.

Town Board Liaison Report: None

Old Business:

Library fines and fees are going up in many MCLS member libraries to \$1.00 for holds; \$.35 per day late charge. Motion to raise our rates to \$1.00 holds and \$.35 late fees, as of September 1, 2011: moved, seconded, approved.

IPL Trustee Handbook: Reviewed draft of topics to be included.

Board Subcommittees: Each subcommittee will be listed in the reports section of Agenda.

New Business:

Director is trying to get staff member for recording of minutes. Unapproved minutes should be marked as "Draft." Minutes should go to Director within 1 week of meeting. Director should circulate minutes marked as "Draft" as soon as practical for corrections. Trustees should review and respond promptly.

MCLS contract: Reviewed proposed changes. Contract would be for 1 year, instead of 3. Does not require approval yet.

Communication Services: Workshop on June 18, 2011 at Evans with Libby Post.

Board President's Remarks: Thanked all for their work on poster reception. Proposed that we consider Chamber of Commerce membership.

Adjourned 8:37 p.m.

Respectfully submitted,

Elaine Cole