

Irondequoit Library Board of Trustees  
Monthly Meeting  
45 Cooper Road  
Minutes of July 20, 2011

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

Others Present: Terry Buford, Director; Ann Ryan, Friends Board President; John Perticone, Town Board liaison

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

Agenda: Moved, seconded, approved.

Public Input: One guest

Minutes: June 15, 2011, moved, seconded, approved.

Board Correspondence: Nothing to report

Vouchers: All vouchers, moved, seconded, approved.

Director's Report:

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

**1. Library System News**

- The CARL upgrade has gone very smoothly. We are still working out a few small problems with generating reports and various customizations to the product that only MCLS uses.
- 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 in fines and fees was nine years ago. The last increase in financial support for MCLS from Monroe County was nine years ago.

## **2. Town News**

- The Supervisor's message at the budget process kick-off meeting was, as expected, one of austerity. Any department looking to add staff or significantly increase expenditures must be prepared to justify their proposal. The next important dates for library trustees are the next board meeting on August 17 when we will review and approve our budget proposal and Friday, August 26 when we meet with the Supervisor and Comptroller to discuss it.

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

- The Evans Branch air conditioning system needs a new pump. System is currently working at only partial capacity due to this problem. Monroe Piping is currently checking on availability of this part. Replacement cost is approximately \$1,000.
- Evans Branch front door opener is malfunctioning. Repairman examining it today. Repair cost unknown.
- McGraw Branch security lights were repaired. I am hoping that better lighting at the rear of the building will discourage vandalism.
- We've been experiencing problems with our Wi-Fi at both branches as the access point devices are failing and need to be replaced.
- For the next 3 weeks we'll be wrapping up the summer reading season. July and August are among our busiest months. Last week Evans had a Harry Potter program for kids of all ages attended by 150 people.

## **4. IPL Personnel Report**

- Adriana Schubmehl was hired as the new part-time clerk replacing the clerk who resigned. She was a page at McGraw prior to this new assignment.

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

- Vouchers of note are: #189, Anthony Electric, for repairs to McGraw security lights and Evans circuit breakers; #198, Communications Services, for design, setup and printing costs; #201, GovConnection, for new access points for Wi-Fi services at both branches.
- In your packet are the usual financial and statistical reports. With approximately 50% 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 all the publicity, fundraising, and the book sale.

Committee Reports:

Budget: K.Mammano: Committee met; working on 3 budgets: one with expanded hours; one with the 2% cap; one a no increase budget. Looking at how many expenses are dependent on tax levy vs. other revenue sources. Projecting cost of building needs. Director is looking into construction grants which will require matching funds of either 50 or 25%.

Communications: No report

Contract negotiations: S. Squicciarini: Letter received from union asking to begin negotiations.

Director evaluation: D. Heffer: Revising reverse evaluation form to conform to the one used by Trustees.

Friends Liaison Report: Miriam Ganze: Friends will soon meet to plan next year's activities. Ann Ryan reported that the McGraw book sale made about \$800, which will be split among McGraw, Evans, and the Friends. Friends are doing a presentation to Kiwanis soon. Preparing a blog for the new website.

Foundation Report: D. Heffer: Foundation needs financial, legal, and marketing expertise.

MCLS Liaison: No report.

Town Board Liaison: Town working on new sign ordinance. Police union has not settled; DPW negotiations underway.

Old Business: Handbook, tabled.

Fines and fees: Offer prepayment card for hold fees at the old rate: 10 holds for \$5. Moved, seconded, approved.

New Business: MCLS contract up for renewal. Our cost share will go up next year because of funding cuts to MCLS from the state and the county. Cost share is based on population; ours is the second largest in the system.

Communications Services: No monthly fee as contract is over. They continue to perform services for us, such as working on Zogby poll. Friends and library staff are distributing posters to area businesses. We have 2 magnetic logo signs for cars for use when staff does outreach. Website will have place for people to send letters of support for library to the Town. Director is working on email newsletter. We need a social network policy.

President's Remarks: Field trip to Gates library would be advisable. Thanks to everyone for all their hard work.

Motion to adjourn public session, open executive session, moved, seconded, approved.

Executive session: Discussed upcoming union negotiations.

Adjourned: 9:01 p.m.

Respectfully submitted,

Elaine Cole