

Irondequoit Library Board of Trustees  
Monthly Meeting  
45 Cooper Road  
Minutes of August 17, 2011, 2011

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

Excused: Irena Skrobach, Karyl Mammano

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

Meeting Called to order at 7:03 p.m.

Agenda: Moved, seconded, approved.

Public Input: Angie Mastromatteo concerned about rising hold fees and fines. Wants board meetings at McGraw sometimes.

Tim Golan spoke about the town's master plan process.

Robert Ament spoke about library funding and a new library.

Minutes: July 20, 2011, moved, seconded, approved with 2 changes.

Board Correspondence: Received an email from a high school student seeking funding for self publishing a book she wrote.

Vouchers: All vouchers, moved, seconded, approved.

Director's Report:

**Irondequoit Public Library**  
**DIRECTOR'S REPORT**  
Wednesday, August 17, 2011

**1. Library System News**

- We have run into a few problems with the CARL upgrade relating to patron holds and general slowness in the system. We believe the holds problem has been solved and the slowness problem is being addressed.
- The central library in downtown Rochester has gone to their new, reduced hours. This drops them below the minimum for a system central library in a city of Rochester's size and they have had to apply for a variance from the New York State Library.

## **2. Town News**

- Primary elections are Tuesday, September 13.
- We have a budget discussion meeting with the Supervisor and Comptroller on Friday, August 26 at 9 AM.
- DPW has patched our parking lots again. As always I have expressed my appreciation to DPW Commissioner Patrick Meredith for their efforts on our behalf.

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

- We are now lending museum passes. Patrons can check them out and take them to the museum listed and receive a sizeable discount on tickets. MCLS has partnered with the Memorial Art Gallery, Genesee Country Museum, GEVA, Rochester Museum and Science center and the George Eastman House to offer these discounts. We are still working on adding other area institutions to the list. Earlier this month we had a televised press conference at the Pittsford Public Library to announce the new service with Maggie Brooks making the announcement.
- We are getting ready to roll out our new web page. We are asking patrons and town employees to test drive it and give us feedback. You can help too. Go to [Irondequoitlibrary.org](http://Irondequoitlibrary.org) and look around and tell me what you think.
- The Evans Branch air conditioning system new pump is installed and working. We are still waiting an additional part so that it can be operated automatically. We are operating it manually at this point.
- Evans Branch front door opener is malfunctioning. We are currently waiting for back ordered parts to arrive to make the repairs.

## **4. IPL Personnel Report**

- Long-time Evans Branch Library Assistant Dianne Klafehn is retiring effective September 3rd. She has supervised the circulation staff at Evans branch for many years. Her dedication and hard work have been an integral part of the reputation the Evans Branch enjoys for friendly, personal service. She has set the example for all of us for excellent customer relations and will be missed. Her duties will be assumed by Senior Library Clerk Elisa Cortina who has been her assistant. Her last day on the job will be Friday, August 19. Elisa Cortina's duties will be assumed by Library Clerk Julie Segerson who will receive a provisional appointment because there is no current civil service list. We are currently recruiting Julie Segerson's replacement.

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

- Vouchers of note are: #235, East Ridge Quickprint, for new envelopes with the new logo for both branches; #237, GovConnection, for more new access points for Wi-Fi services at both branches; #246, OverDrive, for purchase of ebooks.
- In your packet are the usual financial and statistical reports. As of July 31, with approximately 58% of the year gone we are in very good shape on all expenses. We have expended 56% of our payroll funds and 44% of our operating funds. On the revenue side we only slightly behind in copier but have caught up to 56% of library charges and stand a good chance of making our revenue targets for the year.

Terry Buford

President's Report: The library board has held extensive discussions concerning increases to fines and fees.

Committee Reports:

Budget: T. Buford & K. Mammano. It is difficult projecting fine raise for 2011 we recommend staying with 2011 projection. Fund balance is at 7% of typical operating budget. We should seek to set aside 1% of fund balance for capital improvements.

Communications: Will do more PR for fines and hold fees. Asking for public feedback on the new website.

Contract negotiations: S. Squicciarini: no dates as yet. Glitch from previous contract pertaining to retirement. Waiting to hear back from board's attorney to make sure the glitch is ironed out.

Director evaluation: D. Heffer: evaluation worksheet copies handed out to board members. Questions edited down to 22 from 44. Kudos to Elaine Cole for her work on the new streamlined evaluation tool. Hope to distribute by mid September and have evaluation done by October.

Friends Liaison: Please attend the annual meeting and dessert reception on September 27<sup>th</sup>, 7 PM at McGraw. Book sale at McGraw made \$800. Final figures on walk – grossed approximately \$4800, netting approximately \$1000. Friends will have blog on new website soon. Newsletter will cover fee raise and new website.

Foundation Report: D. Heffer: and S. Squicciarrini - Advocacy website produced by Libby Post to be checked over for wording by T. Buford and the Foundation which is covering the cost.

MCLS Liaison: No report.

Town Board Liaison: J. Perticone. Last night's meeting cancelled due to board member emergency. Russell Av standoff discussed with police. Discussed Nolan plan. Believes will

start in spring. LA Fitness on East Ridge next to Kings Park in old Nissan dealership. Positive developments for town.

Old Business: IPL trustee handbook tabled. MCLS contract renewal. Board moves that President Squicciarini sign the contract covering the period Jan 1, 2012 through Dec 31, 2012. on behalf of the board. Moved, seconded, approved.

New Business: 2011 meeting dates. No changes to board meeting dates.

Gates library tour. Tour scheduled for Wednesday, August 31<sup>st</sup> 7pm. Branch managers should also tour if possible.

2012 budget proposal discussed. Staff changes at Evans save on the payroll. Seeking to replace 3 part-time clerks lost in previous years to return library hours to previous levels. Medical costs for retirees dropped about 40% due to many retirees turning 65. Operating expenses, few changes except for materials budget increased \$45,000 to \$200,000. Was \$290,000 7 years ago. Contracted services added \$10,000 to match grant for paving parking lot. Financing budget not settled. Computer leases are up end of 2011. We may extend one year to avoid cost of replacement.

Revenue projections mostly unchanged. State aid drops. Fed lib grant increased. Misc. income raised due to increased staff efforts. Fund raising line projected at \$5000. All this increases budget approximately \$50,000 over last year.

Communications Services: no new report. T. Buford in contact Ms. Tyson at CSI and all invoices and receivables are up to date. We received a CD with images of all materials created for us by CSI.

President's Remarks: Union negotiations have not commenced so there is no need for an executive session. No additional remarks.

Adjourned: 9:38

Respectfully submitted,

ehp