

Irondequoit Library Board of Trustees  
Monthly Meeting  
45 Cooper Road  
Minutes of November 16, 2011

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

Excused: None

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

Meeting Called to order: 7:00

Agenda: additional agenda item proposed by D. Heffer for New Business: Potential board openings. Agenda, moved, seconded, approved with addition.

Public Input: Robert Ament disappointed with the work done in branches, doesn't like the decorating, colors ugly, basement looks like a utility closet. Thinks carpet unattractive and thinks counter tops should have been replaced. Demands resignation of entire library board.

Approval of October Board Minutes: Moved, seconded, approved.

Vouchers: Moved, seconded, approved.

Board Correspondence: M. Ganze and Karen Hultz manager of McGraw Branch met with Linda Quinlan of the Post to talk about McGraw Branch deficiencies and losing the grant for paving parking lots. Article will probably be in next week.

Director's Report:

**Irondequoit Public Library**  
**DIRECTOR'S REPORT**  
Wednesday, November 16, 2011

## **1. Library System News**

- E-books from our vendor Overdrive now work on all ereader devices including the Amazon Kindle. The download process for free library ebooks is now easiest on the Kindle, the ereader with the largest market share by far so we should experience a large increase in ebook borrowing. MCLS library directors have informally agreed to spend at least 4% of materials budgets on ebooks to build the collection. Ebook usage is exploding and currently at any one time about 70% of all titles in the collection are checked out.

## **2. Town News**

- I am meeting with DPW officials on Monday, November 28 to discuss repaving the McGraw Branch parking lot.

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

- I signed paperwork from Underberg and Kessler for the distribution of Irving Kessler's \$5,000 bequest. We should be receiving it shortly. Mr. Kessler, a longtime IPL and MCLS trustee died in August. He was 87 years old.
- We were suggested as a recipient for donations in the obituary of Elizabeth Besuyen who was 100 years old when she died in October. She was a volunteer at the IPL for 27 years. We are sending letters to her family and all the donors.
- We are partnering with Summit Federal Credit Union to enhance children's services. Our children's librarians and I are meeting with the head of the Irondequoit Branch to see what they can do for us as part of their community outreach program.
- We are partnering with the Irondequoit Area Girls Scouts of America to find ways we can help each other. Our branches will serve as a repository for GSA books that can be borrowed by scouts who can't afford to buy them and we will host their monthly meetings. They are interested in hosting programs at the branches of interest to the community and volunteering for us when we need additional personnel to assist us with special projects and events.
- We are looking at a \$4,500 to \$10,000 repair to the Evans Branch heating system rooftop unit. This is a heat exchanger problem and so cannot be delayed due to health and safety concerns.

## **4. IPL Personnel Report**

- We are preparing for the hiring of new clerks and scheduling the increased evening and weekend hours. We now have quite a few employees who were not here when the previous hours were in effect and those who were here haven't worked the old hours in 4 years so it is an adjustment for everybody.

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

- Vouchers of interest: #331, Anthony electric, for repairs to interior lights at McGraw and exterior security lights at Evans; #341, FM Office products, for a new desk and chair at McGraw; #351, Monroe Piping, for plumbing repairs at Evans, #352, New York Library Association, for annual IPL organization membership dues; #363, Thyssen Krupp Elevator, for repairs to elevator door closing safety device at McGraw.

- With 83% of the year elapsed we are striving to reach our financial goals. As we have discussed all year we are almost to our goal for library charges (82%), the largest of our self generated revenues. We've go to collect another \$16,000 to make it on the number.
- We are only \$14,000 short of our entire revenue projection for 2011.
- In expenditures we are on target for salaries (83%) and at 72% overall for expenditures. This percentage should rise as we always spend a lot at the end of the year in library materials.

Terry Buford

President's Report: Suggestion to review current library mission statement and maybe update it? Consider something for the staff for holiday season. Week 12<sup>th</sup>-16<sup>th</sup>? Something each day for the staff of each branch to thank them?

Committee Reports:

Communications: Miriam would like to formally thank John Perticone and to Ann Ryan for their service and work on behalf of the library.

Budget: Things are looking good for 2012 and restoration of hours.

Contract Negotiations: Ongoing, details in executive session.

Director Evaluation: Exec session to discuss evaluations.

Friends Liaison Report: Miriam - mtg next week. Renewal for membership have gone out. Date set for walk for library June 2nd. Bus tour of historic sites in town April 14<sup>th</sup>. Bus tour will have program with ads sold for revenue. Limited to 50 tickets. Should program and ticket be one thing? Oct 25th farmers market made \$800 on book sale. \$172.50 profit on summer reading t-shirts. 2 new possible Friends board members. Both branches \$7000 to split from friends for programs. Memberships are rebounding of late. Discussing a proposed fundraiser photography hike in Durand park.

Ann – Pasta dinner a success. Good contacts made. NYLA conference – attended friends mtgs. Network for good will be on website. Fee upfront 4% added on. Monster bash was big hit. Board members helped out and really enjoyed it. Summit Federal Credit Union will add Friends members as eligible for credit union membership. Over \$2000 made on book sale will be split three ways, 1/3 to each branch and 1/3 to Friends. Presentation with rotary middle of January. Considering a miniature golf tournament in library for fund raising.

Foundation Report: no report

MCLS Liaison: no report

Town Board Liaison: John Perticone will stay appointed on as liaison. Progress for library issues can move forward with support from town board. More people seem to be interested in supporting the library. Communication from residents about library fines and fees increasing.

Old Business: IPL Trustee Handbook - tabled  
Planning -

New Business:

Trustee Appointments – Dr .Heffer talked to Supervisor D’Aurizio about potential new board vacancies. Bylaws for trustees say trustees shall consist of 7 members recommended by the library board and appointed by town board. We need to determine how the Supervisor wants to proceed. She seemed interested in the board’s recommendations for appointments. She wants positive, responsible library advocates. Heffer, Ganze and Mammano volunteer to be in charge of new trustee recruitment.

Interim voucher list - will be given to Board Treasurer November 30<sup>th</sup> for signatures before December board meeting and reviewed at the December board meeting. Motion for interim voucher list for November 30 seconded and approved.

By-Law Changes - Bylaw proposal to change rules regarding presidential term.

**If, at the end of the Presidents term, there is agreement by the President and among the board, the term may be extended for another one to two years. This would happen in situations where, in the best interest of the board, work continues to be carried out under the auspices of the President of the board.**

Also change qualifications for library trustees to be library card holder in good standing. Changes must be read into the minutes (exact wording to be put in later). Appointment of bylaws committee to consider further changes Cole and Mammano.

Board President’s Remarks: Tomorrow is the 2<sup>nd</sup> contract negotiation session then another on December 15<sup>th</sup>. Mtg planned for Nov. 30<sup>th</sup> at 6:45 in exec session to discuss director evaluation and union negotiations in detail. Happy Thanksgiving. I am thankful for everyone on the board.

Motion to go into exec session.

Motion to adjourn.

Adjourned: 8:35

Exec session: Board reviewed all proposals and counterproposals on the table.

Adjourned 9:20

Respectfully submitted,

Eileen Hayes-Power on behalf of Library Board Secretary Irena Skrobach