

Irondequoit Library Board of Trustees  
Monthly Meeting  
45 Cooper Road  
Minutes of December 21, 2011

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

Excused: David Heffer

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

Meeting Called to order: 7:00 PM.

Agenda: Motion to approve with changes; moved, seconded, approved.

Public Input - none

Approval of November Board Minutes: Motion to approve with corrections; moved, seconded, approved.

Vouchers: Motion to approve vouchers dated November 30 and December 21; moved, seconded, approved.

Board Correspondence: An email was sent to the Board and forwarded to the Town Board regarding Mr. Maryan's support of consolidation.

- The password on the Board email account has been changed due to security concerns.
- We received Rochester Dining Cards from City Synergy for fundraising.
- We received a letter from Bishop Kearney thanking us for our donation in memory of Karyl Mammano's brother.

Director's Report:

**Irondequoit Public Library**  
**DIRECTOR'S REPORT**  
Wednesday, December 21, 2011

**1. Library System News**

- Ebooks 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. So, the biggest stumbling block with ebooks for our customers is no longer the device or the process but the size of the collection.

## **2. Town News**

- I met with Patrick Meredith and Tony Ferrara of the DPW to review the situation in the McGraw Branch parking lot. They are preparing an estimate for resurfacing and re-stripping the lot. We also discussed the recurring problems with sinkholes, drainage and the settling and cracking of the interior and exterior of the building. No resurfacing can take place until the 2012 paving season but they were concerned that part of the problems may be sewer related so they will be examining the lines under the parking lot looking for leaks or other problems that might be involved in the situation. They also recommended that we let them use a pavement grinding machine to grind down the high areas of the lot to better direct water flow toward the catch basins. Repeated patching over the years has created high spots in the pavement that caused water to flow away from the catch basins instead of into them which may have contributed to our situation. That grinding has been done and has helped get the water flowing in better directions for the stability of the building and safety of the parking lot.
- Friday, December 16<sup>th</sup> President Squicciarini, Vice-President Jones and I met with Supervisor D' Aurizio to discuss library and library board related issues.
- I attended the town staff meeting with Supervisor D' Aurizio and the department heads yesterday. She and Comptroller Sealy emphasized cost containment as a means to build up the town reserves and improve the town's financial standing.

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

- We have received the \$5,000 distribution from the estate of Irving Kessler and it was deposited in the trustee account.
- As I reported last month, 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 have sent letters to her family and all the donors. The total received so far is \$840.
- We replaced the rooftop unit of the Evans Branch heating system at a cost of \$9,355. We have not yet received the invoice for this repair. Due to health and safety concerns that are connected with faulty heat exchanger units, this was not a repair that could be delayed. Due to the age of the unit, replacement parts could not be found.
- We repaired a faulty pump and valve in the McGraw heating system, cost \$2,271.

#### **4. IPL Personnel Report**

- We are interviewing candidates for the restored clerical positions and finalizing our scheduling for the return to the old evening and weekend hours.
- We are canvassing the new Library Clerk list to find out if we can reach the person who currently has a provisional appointment to the position. If she is not reachable on the list we will have to discuss the future of the position.

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

- Vouchers of interest: #408, Library Trustees Association, \$225, for annual dues; #412, MCLS, \$29,713, for semi-annual cost share payment; #413, Monroe Piping, \$2,271, for repairs to McGraw heating system; #414, Monroe Piping, \$9,355, for replacement of Evans rooftop HVAC unit.
- With one month left in the fiscal year we are in an excellent financial position.
- We are only \$2,065 short of our revenue goals.
- Expenses are also well in hand although the picture is not as good as the budget report might indicate. It shows a balance of over \$300,000 but there are still many large expenditures that have not been removed from that total including an MCLS cost share payment, a major HVAC repair and the usual end of the year materials purchases.

Terry Buford

President's Report: Stephanie, Mary Ellen and Terry met with the Town Supervisor on December 12<sup>th</sup> to discuss the library's new hours, the status of our survey, board vacancies and possible next steps.

-On December 20<sup>th</sup> I attended a Town Board meeting to give them an update. I thanked them for their actions in increasing the library budget which allows us to restore library hours. I also thanked the DPW for working with Terry on the parking lot.

#### Committee Reports:

Budget: None

Contract negotiations: none

Communications: An article appeared in the Irondequoit Post regarding the board vacancy.

Director Evaluation: Stephanie met with Terry on December 12 to deliver his evaluation. It will be discussed with him in an executive session.

Friends Liaison Report: Applications to become a Friend of the Library are now available at both the Summit Federal Credit Union and the Irondequoit Federal Credit Union.

- The Network for Good is up online on the Friends link.
- The Friends Board elections will be held Tuesday, December 27<sup>th</sup>. We will be adding two new members, Judy Michael and Ann Bayley.
- The Friends will be reviewing their bylaws.
- Friends meetings will begin alternating between branches.
- Ginny Payne spoke at the Friends' last board meeting. She updated the board on the NYLA Conference's key themes. The Friends' would like to have librarians speak regularly at their meetings.
- Jeanine Connor and Michelle Beechey were at the Friends meeting. They are members of the Young Mom's Club in Irondequoit. The Friends' would like to host one of their meetings.
- The Seabreeze parade was great fun. It was well attended and got good press.
- The Friends new member orientation will take place on February 8<sup>th</sup> at the Evans Branch.
- The Friends will sponsor Rochester Workshops on February 7<sup>th</sup>, 14<sup>th</sup> and 21<sup>st</sup>.
- The Friends will have a one day book sale with a 'tropical theme' on February 11<sup>th</sup> from 10am until 4pm.

Foundation Report: none

MCLS Liaison: none

Town Board Liaison: John thanked Stephanie for her reports to the Town Board. She keeps the town well informed about the library.

- The library did well with its budget this year as did most departments.
- The Town Board ratified the police labor contract.
- The town's new appointments will take place on January 2, 2012.

Old Business: A draft of the IPL Trustee Handbook will be available before the next board meeting.

- Karyl spoke to the Professor of Market Research at St. John Fisher. He is willing to help, however we need to determine just what we need. A market research liaison committee to plan what we need will include Terry, Karyl, Mary Ellen and Miriam.
  - It was suggested that we have a facility subcommittee to do walkthroughs on the buildings and perhaps include public tours. John has volunteered for this role.
  - Stephanie emailed Terry regarding a new ALA book about library grants. The cost of the book is \$175.
  - It was suggested that the Board bylaw changes be pasted into the November minutes to be voted on in an executive session. Changes will include - Article (3), Section (2) – “However, if the board determines extenuating circumstances exist, the board may vote to extend the presidential term for a period not to exceed two years”. Article1, Section 2 – “A member shall be a resident of the town of Irondequoit and be a library cardholder in good standing”.
- Motion to accept changes; moved, seconded, approved.

New Business: The setting of 2012 meeting dates. Traditionally the meetings are held on the third Wednesday of each month. This could be a problem in November as this day is the day before Thanksgiving. This meeting could be moved up one week to November 14<sup>th</sup>.

Motion to accept meeting dates with all meetings on the third Wednesday of the month except November which will be scheduled for the second Wednesday (the 14<sup>th</sup>); moved, seconded, approved.

Stephanie will be unable to give a report to the Town Board on January 24<sup>th</sup> due to travel. John will give the report.

-In regard to Mission statement changes, if we wish to make changes we should keep in mind the community connection tagline and we should involve the staff in the discussion.

Board President's Remarks: It has been a very eventful year. The president appreciates the staff's hard work and thanks Irena for her work on the board. She will be missed. She would also like to thank John for everything he has done.

Motion to go into executive session, moved, seconded, approved.

Adjourned 8:24

Executive Session: Motion: All full-time library clerks shall be paid at the same rate, moved, seconded, approved.

Respectfully submitted,

Eileen Hayes-Power for  
Irena Skrobach, Board Secretary