

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of January 18, 2012

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

Excused:

Others Present: Terry Buford, Director; Ann Ryan, Friends Board President; Wolodymyr Pylyshenko, Honorary Trustee.

Meeting Called to order: 7:00 PM.

Agenda: changes – move the election of officers to after the public input, add introduction of new trustee. Approved with changes.

Public Input – None.

Approval of December Board Minutes: Changes: Add President's remarks to town board and remarks about mission statement. Approved with changes with 1 abstention by Jack Herrema, new trustee not present at December meeting.

Election of Officers: Elaine Cole moved that circumstances exist as described in board by laws that make it appropriate to extend President Squicciarini's eligibility to serve as President through Dec. 2012. Seconded, motion carried.

2012 Board Officers elected are:

President: Stephanie Squicciarini

Vice President: David Heffer

Secretary: Elaine Cole

Treasurer: Miriam Ganze

Vouchers: Two lists. Remainder of 2011 invoices and 2012 invoices. Payment of vouchers approved.

Board Correspondence: Everyone has seen comments on D&C website following the story on the IPL and the email forwarded from Dana Paxson and the supportive letter to the editor in Sunday D&C. Terry had a phone conversation with patron said she was opposed to new library but had changed her mind. What could she do to help? Let your views be known (town board, neighbors, etc).

Director's Report:

Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, January 18, 2012

1. Library System News

- MCLS is going to phase out the mailing of paper hold and overdue notices in another cost saving move. There are 3 types of notices: Holds available, Overdue and Bills for Replacement of lost items. Beginning next month all hold and overdue notices will be sent by automated phone call or email only. Only Bill For Replacement notices will be sent on paper to customers who cannot be reached by phone or email. In addition the expensive paper mailers will be replaced by inexpensive postcards. The privacy issue will be addressed by eliminating the detailed information from the postcards. Instead the recipient will be instructed to call the library for detailed information about the item. This should reduce costs for every library in MCLS as we are billed for notification costs by the system.
- Use of the MCLS E-Book service through Overdrive is exploding. In 2011 the number of patrons using Overdrive was 10,738, an increase of 137% over 2010. We increased collection size by 142% over 2010 and for 2011 all libraries have pledged to expend at least 4% of their materials budgets on E-Books.

2. Town News

- This year we start with a new town negotiated refuse hauling contract. We have dropped Suburban and switched to Heberle.

3. IPL News / Facilities report

- The cap on the HVAC system's flue stack blew off during the windstorm yesterday. Monroe Piping needs to fabricate a piece of sheet metal to replace it and they hope to have that done tomorrow Friday.
- We will be giving away 2000 refrigerator magnets with the new logo, website and restored hours listed on them.

4. IPL Personnel Report

- Library Clerk Julie Segerson's full time civil service appointment paperwork is completed. She is no longer provisional. She now has a permanent appointment to that position.

5. Financial/Statistical Report Highlights

- Vouchers of interest: #9, Gov Connection, for purchase of ear buds to sell patrons needing sound at the public PCs. These are among the things we sell to create revenue for library operations. Category “Library Misc income” in the budget.
- We are in the process of closing out FY 2011 by trying to make sure we get all 2011 invoices paid as quickly as possible. By next month I should be able to tell you pretty accurately how we did on our 2011 budget.
- We exceeded our revenue goals slightly in 2011. Copier and State Library Aid lagged behind projections but were made up for yet another excellent performance by the staff in generating miscellaneous income (132% of projected).
- The large surplus shown is not real as there are still many invoices and other expenses to be deducted.

6. Press Releases Sent

- Board meeting announcement
- Library hours restoration announcement

7. Meetings and Events

Dec 21 - Served as judge for the Evans customer Christmas cookie baking contest.
Dec 28 - Phone interview with Meghan McDermott of the D&C.
Dec 29 - Extensive phone conference with Supervisor D’Aurizio before her vacation
Jan 4 - Attended the MCLS Director’s council meeting at Webster Public Library
Jan 10 - Met with Mr. Jack Herrema the newly appointed trustee.
Jan 13 - Met with Peter Wehner, John Radesi and Robert Spitulnik from Passero and Christa to review the 2005 building survey and inspect the buildings.

Terry Buford

President's Report: no report

Committee Reports:

Budget: Nothing to report.

Contract negotiations: Mary Ellen and Stephanie will report on progress in executive session

Communications: Miriam will be sending Linda Quinlan of the Irondequoit Post a picture of her grandchildren choosing books on the first Saturday (Feb. 4) that Evans was open because they were pictured in the paper on the last Saturday Evans was open.

Director Evaluation: David and Elaine, next director evaluation set for November 2012.

Board vacancy: Stephanie and Miriam, 2 terms ending at year end.

Market research: Karyl, Mary Ellen and Miriam – Mr Golan gave the board a sample of a survey for residents about library. Meeting 24th at 3 o'clock at Evans with professor from SJFC to help decide what we need in way of marketing research. Big proponent of libraries. Hemant Sashittal.

Move to approve to not spend more than \$1500 for marketing professor – marketing needs assessment; motion carried

By-Laws committee: Elaine and Karyl – no report.

Proposal of two more committees - Facilities Committee – regular walk throughs of buildings and keep abreast of building and maintenance issues. John P., Terry, Karyl,

And Vision Committee – Meet with supervisor to talk about future ideas for library – Karyl, Mary Ellen, Terry and Stephanie.

Friends Liaison Report: New Friends member orientation and tour of Evans, Feb 8, 6:30pm, meeting to follow at 7pm. 40th anniversary of friends upcoming, deciding how to commemorate the anniversary. Will set up booth at 5k race for Sunset House on May 26th. Tropical booksale on Saturday, Feb 11th at Evans.

Elections last month – Ann Ryan remains president, Chris Finger is Vice President. Bonnie Arnold back as Secretary, Judy Michael is treasurer. New member board orientation included at Feb 8 mtg. Sponsoring Rochester Works, classes at Evans. Had a mtg with Pat Wayne historic bus tour getting itinerary set up. Walk to Connect in preliminary stages scheduled for June 2nd. Terry Dalton gave Friends presentation to Rotary. Multiple questions about ebooks.

Foundation Report: Seeking new members. Have spoken to Town Supervisor, Chamber of Commerce. Setting up time with Mirko to get foundation members together.

MCLS Liaison: no report

Town Board Liaison: no report

Old Business - Trustee Handbook – Trustee job descriptions and expectations have been added. We need whistle blower policy. Please review and email any comments to Karyl.

Planning – Updating financial numbers from the Thomas Group report from 2005. Reviewing building options and costs with Passero. We will put the Building Expansion information back on the website. We will add the new data once it has been produced. Vision committee could

also work on this. Mary Ellen will give update to town board. Elaine will help craft a public statement for Mary Ellen to present to the town board.

Changes to open meeting laws – changes mean we need to create the agenda for the upcoming meeting sooner; needs to be on website. Any measures we know we will vote on have to be available ahead of time. Related documents must be available ahead of time. Any of the above documents will be available on the Library Board section of the website.

New Business:

Board President's Remarks: I am looking forward to an exciting year. It feels like the energy is shifting. Welcome to Jack Herrema.

Motion for executive session carried. Motion to adjourn carried. Meeting adjourned at 9:05 pm.

Executive Session: Most recent negotiation sessions and proposals reviewed for entire board.

Adjourned: 9:45 pm.

Respectfully submitted,

Eileen Hayes-Power.

For Library Board Secretary Elaine Cole