

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of March 21, 2012

Trustee Members present: Stephanie Squicciarini, Karyl Mammano, Elaine Cole, Miriam Ganze, Jack Herrema

Excused: David Heffer, Mary Ellen Jones

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

Meeting called to order: 7:02 pm

Agenda: Add under new business: Discussion of May meeting date and Day of Caring. Moved, seconded, approved

Public Input: Mr Jeff Goldblatt showed a drawing of the Rochester Edgerton Branch as an example of how to expand our branches

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

Vouchers: Moved, seconded, approved.

Board Correspondence: None.

Director's Report:

Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, March 21, 2012

1. Library System News

- E-Books and their publishers continue to be a hot topic of discussion and evaluation throughout the system. The range of differences between the various publishers is growing instead of shrinking. Some are introducing higher prices for libraries, later release dates for libraries and other anti-library policies. We must monitor this situation closely. The U.S. Justice department is investigating rumors of industry wide price fixing of ebooks.

2. Town News

- Public kudos to the Irondequoit Police Department for their efficient handling of our security issues at McGraw Branch.
- Moody's is visiting to review the town's finances.
- Chase Bank has contacted the Community Development department about remodeling their parking lot next to the Evans Branch. I have asked Community Development to keep me informed about any changes that are proposed.

3. IPL News / Facilities report

- We are partnering with the Girl Scout troops of Irondequoit. We are exploring activities that benefit both organizations as well as the community. For example, the Girl Scouts are conducting a food drive to benefit the Irondequoit Community Cupboard. We are helping with publicity and serving as a collection point. We will help them with publicizing and hosting their upcoming silent auction fund raiser and in return will receive a cash donation from them. We are also exploring many volunteering opportunities for Girl Scouts at the library to assist us with activities and programs.
- We are also working on finalizing a partnering agreement with the Summit.

4. IPL Personnel Report

- We have petitioned the Civil Service Commission to promote Virginia Payne from Librarian I to Librarian II. At this time she is the only Librarian I eligible for promotion and on the Librarian II list and is performing work above the Librarian I classification. The list for Librarian I is no longer continuous recruitment so this is our only window to get this done.

5. Financial/Statistical Report Highlights

- Vouchers of interest: #67, to Terry Buford, for renewal of the web addresses we own with Bluehost charged to his credit card; #79, MCLS, for our public movie license.
- In your packets are the 2012 and 2011 budget reports. It is too soon to know much about our financial performance for 2012. But we are now getting closer to answers on our 2011 performance. Although the comptroller has not officially closed out 2011 the issuing of another 2011 budget report means the closing is close and the numbers in this report dated March 5 are very close to being final. The 2011 budget report shows we generated \$18,078 more than anticipated. This is a result of a combination of higher than anticipated gains in miscellaneous revenue, fund raising and federal telecommunications aid as well as an \$11,590 refund of prior year expenses. We also under spent on expenses by \$70,257. This was a result of a good

year with building heating and cooling expenses and lower than anticipated employee benefit costs. After subtracting the \$10,000 applied from fund balance I estimate we will have an unofficial surplus of \$78,335. However, the town is transferring \$30,000 of that surplus to the self-insurance fund to cover an anticipated settlement with an injured former employee who is claiming an on the job injury. Even with this negative our unreserved fund balance should go up to the neighborhood of \$180,000, a healthy 10% of a typical operating budget.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

Feb 21 - Dept head meeting at town hall with Supervisor D'Aurizio

March 1 - Spoke with seniors group at Pinegrove to highlight library programs and services that aid people with vision problems.

March 16 - Went to McGraw and met with police and staff about security issues.

March 19 - Met with IPL librarians to discuss problems with Baker & Taylor ordering

March 19 - Taught a class on advanced internet searching from 7 to 9 pm. 8 students attended.

Terry Buford

President's Report: Town Board meeting May 20, Supervisor read a proclamation honoring Friends 40th anniversary. President Squicciarini attended staff training day where she answered questions about the work we are doing.

Committee Reports:

Board Vacancy - KM, DH

Nothing to report

Budget - KM, TB

Nothing to report.

By-Laws - KM, EC

Nothing to report

Facilities - KM, JP, TB

Library tour scheduled for March 8th was cancelled and will be rescheduled.

Market Research - KM, MEJ, MG, TB

The committee has not met since the last board meeting.

Vision - KM, MEJ, SS, TB

Stephanie and Karyl met to review the updated numbers from the Thomas Group report and will meet again to discuss where we need further detail of the numbers. Karyl will develop a “to do” action list to keep track of items that need to be done.

Communications: Discussed letter in Irondequoit Post about using school libraries. This issue will be addressed in frequently asked questions section of the web site.

Facilities: Tour of branches to be rescheduled to Tuesday April 10th at 9am.

Friends Report: total on book sale \$586.00, one third to the Friends, one third to each branch.

Walk to Connect scheduled for June 2. Historic bus tour is April 14. Linda Quinlan will write article and ride bus. Volunteers needed. Terri Dalton, Friends board member, sent newspaper article to M. Ganze about expansion, suggesting emphasis should not be on cost savings but on what services can be provided.

Foundation Report: no report.

MCLS Liaison: no report.

Town Board Liaison: For 2011, the Town is 6 percent under budget. Moody’s will do a report that might improve the Town’s bond rating. 4th July celebration is going forward.

Old Business: trustee handbook should be done in May.

Planning – summary of how new hours impact circulation should be in the next Director’s report.

Vision comm. – will meet with Passero about updated figures. Bonnie Arnold, Friends member, has contact with professional videomaker if needed to take a video of the buildings. Draft of frequently asked questions handed out by Terry. Copy should be available as a handout in the branches. Web site should invite viewers to have their questions answered.

New Business: May meeting will remain on the 16th, despite possible absence of some trustees. Security at branches – indecent exposure incident at McGraw. Police made an arrest. Terry will attend his court appearance. Motion to ban the person arrested by the police for this incident.

Moved, seconded, approved. May 10 day of caring - Trustees will volunteer a as group.
Heritage Christian Services has a facility on Portland needing outdoor work.

Board President's Remarks: Thanked Trustees for their hard work.

Motion for exec session: Moved, seconded, approved.

Public meeting closed.

Executive Session:

Promotion of Virginia Payne from Librarian I to Librarian II. Moved, seconded, approved.

CSEA has signed the MOA for new contract.

Motion to adjourn: moved, seconded, approved.

Respectfully submitted,

Eileen Hayes-Power

for Elaine Z. Cole