

Irondequoit Library Board of Trustees  
Monthly Meeting  
45 Cooper Road  
Minutes of August 15, 2012

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

**Excused:** Karyl Mammano, Jack Herrema

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

**Meeting Called to Order:** 7:00 pm

**Agenda:** Amended to add an executive session to discuss the work record of a particular employee. Motion to approve with amendment; moved, seconded, approved.

**Public Input:** None

**Board Correspondence and News:** The ‘Webinar’ given by Dr. David R. Lankes of Syracuse University’s School of Information Studies was fantastic. It showed what a library could be and should be in the future. We should have him back again.

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

**Vouchers:** Moved, seconded, approved.

**Director’s Report:**

**Irondequoit Public Library  
DIRECTOR’S REPORT  
Wednesday, August 15, 2012**

**1. Library System News**

- No Directors Council meeting in August.
- State Aid for Public Libraries payments will be reduced. Irondequoit share is \$13,300 for 2013. 2012 was budgeted at \$14,000.

## **2. Town News**

- Cooper Road repaving is complete. The project was well managed and there was minimal disruption for the Evans Branch.
- The town is offering enhanced life insurance coverage through New York Life. Employees can meet with company reps to learn about what is available. This can be a way for uninsurable members of an employee's family to get some life insurance.

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

- More roof leaks at McGraw Branch including the branch manager's office.

## **4. IPL Personnel Report**

- Evans has 2 full-time clerks out. One is attending to a family medical issue, one has had foot surgery and is returning next week.

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

- Vouchers of interest: #238, Anthony Electric, for electrical repairs at McGraw and Evans; #245, Brodart, for library supplies and a desk at McGraw to replace the one held together with duct tape; #266 RMV Construction Services, for repairs to the McGraw roof drains to try to prevent more roof leaks caused by roof drains blocked with tar; #268, Sod Busters, for trimming and pruning of trees and shrubs an Evans Branch.
- As of July 31 we are in excellent financial shape. All financial reports and indicators are good with the exception of the places we have already identified such as substitute hours and worker's compensation costs.

## **6. Press Releases Sent**

- Board meeting announcement
- New Service, Rapid Reserves announcement

## **7. Meetings and Events**

August 1 - Meeting with Peter Wehner of the Planning Board.  
August 14 - Met with New York Life reps

Terry Buford

**President's Report:** There was a meeting at the Town Board workshop to give an update on how the library is doing. An executive session will be held to discuss a personnel issue potentially impacting the 2013 budget.

**Committee Reports:**

Board Vacancy: No report.

Director Evaluation: David Heffer met with Ann last Tuesday to work on documents.

Budget: The committee has not met since the last report. Meeting with the supervisor and comptroller will take place on Friday the 24<sup>th</sup>.

By-Laws: No report.

Facilities: No report.

Market Research: No report.

Vision: Met to discuss strategy for future facilities improvements.

**Friend's Liaison Report:**

Governance: Stephanie Squicciarini, President of Library Board attended the meeting to answer what questions she could concerning the dissolving the Foundation. Issues include: Responsibility for major fund raising, separate bank account for major donations, oversight of donations.

Present Finances: Final count on the Walk: \$1100 – slightly under last year.

A pledge of \$1,000 has already been made for next year's Walk.

Farmer's Market: Providing many donations. \$82 in donations on the Shop Irondequoit Night.

Friends approved a sponsorship in the East Irondequoit Rainbow of Stars fund raiser. The Friends' ad will promote the 40<sup>th</sup> Anniversary Meeting (10/29 at Evans). Friends also approved sponsorship of \$100 of the Rochester's Children's Festival at MCC on 11/10. The tent book sale was set for August 6<sup>th</sup> in the big McGraw parking lot.

Noteworthy: The two branches are running out of space to accept used book donations.

Central Library can accept what Irondequoit can't take.

Consider a brochure to tell patrons what used books are helpful and useful for donation.

Upcoming: Friends will have a table at the Walgreens Community Day (8/25). They will hand out some freebies.

Friends will also play a role in the Chamber After Hours set for 9/20, 5:30-7:00 PM at Evans.

Next Friends Board Meeting: August 28<sup>th</sup> at Evans at 7:00PM.

Submitted: Miriam Ganze, Library Board Liaison

Ann Ryan submitted questions to Stephanie regarding the Friends/Foundation merger. The Friends see some drawbacks to the merger and need more information.

**Foundation Report:** Refer to Friends report.

**Town Board Liaison Report:** Kudos extended on the library budget. The new salt barn cannot be built on the proposed new lot. The barn must be rebuilt in its present location.

**Old Business:** IPL Trustee Handbook has been tabled.

Planning: Videos of the libraries are still in progress.

Contract with MCLS: There will be no cost share increase for 2013. Elaine Cole is working on a possible revision.

2013 Budget Proposal: The 2013 budget directive from the town supervisor and comptroller is that they want no increases in the tax levy. That means we may have to make reductions to building and operating costs to cover the 1.5 percent cost of living increase, planned promotions and small increases in the cost of employee benefits. Due to our sound financial condition we may be able to apply more fund balance to help offset these increased costs.

**New Business:** A proposal for the library to become a member of the Chamber of Commerce was put forward in the past. There is money in the budget for the professional fees. The Chamber of Commerce Road Rally is in October; if the library were a member they could be a stop on the road rally. Motion put forward to become a member of the Chamber of Commerce with the fee to be taken out of the trustee account; moved, seconded, approved.

**Board President's Remarks:** The president apologized to the Friends if anything was done that may have affected them in a negative way. The Friends work is greatly appreciated.

Motion to adjourn public session, open executive session; moved, seconded, approved.

**Executive Session:** The employment record of a specific employee was discussed as well as the executive sessions of August 1 and August 15.

**Adjourned:** 8:50 PM

**Executive Session Wednesday, August 1:** The Board met to discuss the employment record of a specific employee and how that employee may affect the 2013 budget proposal.

**Executive Session with the Town Board, Wednesday, August 15:** The Board met with the town board to seek advice and direction concerning the employment record of a specific library employee and how that situation affects the 2013 budget.

**Executive Session with the Town Board, Wednesday, September 12:** The Board attended a town board executive session with the town attorney as the Town Board sought legal opinions protected by attorney client confidentiality.

Respectfully submitted,

Eileen Hayes-Power  
For Library Board Secretary  
Elaine Cole