

Irondequoit Library Board of Trustees  
Monthly Meeting  
45 Cooper Road  
Minutes of October 17, 2012

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

**Excused:**

**Others Present:** Terry Buford, Library Director; John Perticone, Town Board Liaison; Chris Finger, Friends Board Liaison

**Meeting Called to order:** 7:02 pm

**Agenda:** approved

**Public Input:** None

**Board Correspondence and News:** Ann Ryan emailed about Friends presentation for chamber in November; offered spot to library board but board declined. Friends will do it in November. At Chamber road rally on Sunday Stephanie gave Linda Quinlan information on what we are doing. Judy Michael emailed suggestions for to the board for improved public relations. Email address now working again.

**Approval of Board Minutes:** approved with amendments.

**Vouchers:** approved.

**Director's Report:**

**Irondequoit Public Library  
DIRECTOR'S REPORT  
Wednesday, October 17, 2012**

**1. Library System News**

- E-book demand continues to be brisk all over MCLS. Demand has been so high we have been forced to modify lending polices. The maximum number of ebook titles anybody can have checked out at any time has been reduced from 8 to 4. To compensate the maximum number of holds on ebooks anybody can have pending has been increased from 2 to 4.

- Board President Stephanie and I submitted our annual variance request form that goes to the state library to explain what we are doing to solve the inadequacies in our buildings.

## **2. Town News**

- Supervisor D'Aurizio will be on vacation in Europe for 2 weeks starting today. She will be reachable via email while she is away.
- Mr. Tim Golan has filed, via email last Friday, a Freedom of Information Law request for minutes from all 2012 Library Board executive sessions where "the board took action and vote on any matter". We have 5 business days to acknowledge receipt. I acknowledged it today and directed him to review what is available on our website in the Library Board section.

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

- We continue to be plagued by plumbing and door problems. McGraw's men's bathroom has been out of commission for a week. Monroe Piping is working on the problem.

## **4. IPL Personnel Report**

- All is quiet on the HR front except for ongoing concerns about workplace injuries and related costs.
- We are searching for an appropriate way to recognize and reward our many volunteers.

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

- Vouchers of interest: #298, All Doors & Glass Inc, for repairs to the Evans Branch automatic door; #310, Doyle Security, for alarm monitoring service for 2 branches for one year.
- Financial and statistical data: As of the end of September we were approximately 75% of the way through the fiscal year. In revenues we are at 80% of our anticipated "library charges" revenue and 102% of our miscellaneous revenue. I want to recognize the staff of both branches for their outstanding performance in raising revenue through sale of books, flash drives and other miscellaneous items. On the expenses side you can see we have spending well in hand. Although we still have some large seasonal expenditures in the works for materials we should do well overall.

## 6. Press Releases Sent

- Board meeting announcement

## 7. Meetings and Events

September 20 - Friends Chamber Networking Event  
September 22 - Girl Scout's International Day of Peace  
October 2 - Town Budget Workshop  
October 4 - Vision Committee  
October 10 - Meeting at Going to the Sun Marketing Group  
October 11 - Vision Committee  
October 15 - Taught an evening class at Evans - Introduction to E-mail  
October 16 - Town Department Head Meeting  
October 16 - Meeting with Tim Cook of Cook Communications

Terry Buford

**President's Report:** Kudos to friends for chamber event. Every detail of the event was done very well.  
Kudos to Jen Barth, Evans Branch teen librarian, for hosting a program featuring author Vivian Vandevælde.

### **Committee Reports:**

#### **Board Vacancy - KM, DH**

Two trustee terms expiring at year end. Both have indicated a willingness to serve another term and will submit letters to Supervisor D' Aurizio requesting reappointment.

#### **Budget - KM, TB**

Terry presented the highlights along with the challenges the facing the library due to fiscal restraints at the Town budget workshop on 10/2.

#### **By-Laws - KM, EC**

Nothing to report

#### **Facilities - KM, JP, TB**

Nothing to report

#### **Market Research - KM, MEJ, MG, TB**

Nothing to report

#### **Vision - KM, MEJ, SS, TB**

The vision committee met with a working document of items that need to be considered as we continue to discuss maintaining two branches with equal services.

**Friends Liaison Report:** Annual meeting on the 23rd, don't forget it. We will be selling books at middle school garage sale this Saturday, Oct. 20<sup>th</sup>. Decorated one of the Christmas trees for George Eastman house with Victorian ornaments made out of covers of old Christmas books

**Foundation report:** We are in the process of being reinstated by the IRS. There are many forms to be reviewed. There is a fee reduction if the forms are filed by December.

**Old Business:**

**IPL Trustee Handbook** - tabled.

**2013 MCLS contract;** moved, seconded, approved.

**Planning Committee** – discussion on the future of the IPL

**2013 Budget Proposal update:** the town has requested no additional changes since last month.

**New Business:**

**2013 Holidays and Closed Dates** presented by director. Motion to approve; approved.

**Personnel issues** – branch managers asked if board could chip in from trustee account to honor volunteers. Up to 200 dollars approved.

Full time clerk retiring; discussed with branch managers eliminating position and replacing with 2 part time people. \$15 - 17,000 approximate annual savings.

**November meeting date** will be moved up one week, Nov. 14<sup>th</sup>.

**Board President's Remarks:** Kudos to staff for additional revenue they generate and excellent service they provide.

**Adjourned:** 9:10 pm

Respectfully submitted,

Eileen Hayes-Power  
For Board Secretary, Elaine Z. Cole