

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of December 19, 2012

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

Excused: Miriam Ganze

Others Present: Terry Buford, Library Director; John Perticone, Town Board Liaison; Ann Ryan, Friends Liaison, Wolodymyr Pylyshenko, Honorary Trustee

Meeting Called to Order: 7:00 pm

Agenda: Approved

Public Input: None

Board Correspondence and News: We received a letter of thanks from Mary Joyce D’Aurizio for her son’s memorial books and from Amy Henderson for the gifts of food for the staff. Kudos were extended from the Town Board to the Library for the 2013 budget. Miriam Ganze and Stephanie Squicciarini were both reappointed. Patty Uttaro passed on the information about the new library press conference to Eileen Reidman of the MCLS Board. Eileen was said to be very excited and pleased.

Approval of Board Minutes: Approved with the correction of typos, with one abstention; David Heffer was excused from the last meeting.

Vouchers: Approved.

Director’s Report:

**Irondequoit Public Library
DIRECTOR’S REPORT
Wednesday, December 19, 2012**

1. Library System News

- RPL and MCLS have combined resources to make the Reference USA database available to all MCLS libraries and remote users. This database is like an electronic version of the white and yellow pages for the entire US and Canada. IPL used to subscribe but had to cut it because of cost (\$5,000/yr). This is an excellent product and all IPL employees and customers will be thrilled to see it return.

2. Town News

- The IRS has increased the mileage reimbursement rate from 55.5 cents per mile to 56.5. This is the amount the comptroller uses to calculate employee reimbursement for miles driven on library business.
- In April the accounting firm chosen by the Comptroller's office will conduct the annual audit. This year they will concentrate on grants and aid from the state and federal governments. This usually consists of a half day visit when they ask for samples of paperwork, interview departmental employees with financial responsibilities. They also look at what we reported last year to see if we corrected any reported deficiencies or moved away from best practices.
- The DPW has once again prepared our snow blowers for the winter by picking them up and doing preventative maintenance and giving them a tune up.

3. IPL News / Facilities report

- I had two complaints about the difficulty of accessing the Evans Branch for people with disabilities. One focused on the rest rooms and one on the buildings in general. I phoned both people, explained our new building efforts and promised we'd attempt to fix the issues at the old branches if we didn't build the new library. Both were happy to hear of the new library project and one, a resident promised to support it. The other gentleman was not a resident.
- We have restarted both the "Buy A Book" campaign and the "Buy 6 get 4 free" holds cards as end of the year fund raisers.

4. IPL Personnel Report

- We have selected two part-time clerks to replace the full time clerk who retired. We are doing the civil service paperwork for a start date of January 2. One clerk will work at Evans and one will split time between the two branches.

5. Financial/Statistical Report Highlights

- Vouchers of interest from the December 6 interim list: #382, **MCLS**, withdrawn, incorrect amount billed by MCLS; #386, **Monroe Piping**, for repair of public restrooms at McGraw Branch. From the December 19 list: #420, **MCLS**, for the corrected semi-annual cost share amount.

- Financial and statistical data: As of the end of November 91% of the fiscal year had elapsed. At that point the library had collected 99.99% of projected revenue and expended 80.42% of budgeted expenses. I am especially happy with the Miscellaneous Income line which is mostly revenue the library staff generates through hard work and initiative. The number is at 124%. We still have some major outlays to make or to be tabulated for 2012 most notably the rest of the materials budget, the final cost share payment to MCLS but we should still be well under the projected numbers.

6. Press Releases Sent

- Board meeting announcement
- Email newsletter announcement
- Holiday fund raising appeal

7. Meetings and Events

November 12 - Vision Committee
 December 17 – Vision Committee
 December 18 – Press Conference for new library

Terry Buford

President's Report:

Committee Reports: **Board Vacancy:** Nothing to report

Budget: Nothing to report

By-Laws: Nothing to report

Facilities: Nothing to report

Market Research: Nothing to report; suggest ending this committee

Director Evaluation: Tabled

Vision: The Vision Committee met and reviewed some concepts of a central library and how it would be incorporated on the town hall campus.

Fundraising: There was a discussion of how to approach donors and hiring a professional fundraiser; also discussed was the possibility of using community groups such as Girl Scouts, Boy Scouts, church groups, etc. Terry will prepare letters to send out to possible professional fundraisers and the Fundraising Committee will begin to reach out to people who could help.

Friends Liaison Report: The Friends need to know what is expected of them and how they can help in regard to promoting the new library.

Foundation Report: David Heffer has been working on the information for the new version of the foundation and forms were submitted to the IRS.

Town Board Liaison Report: The first informational meeting will be held on January 17th at 7:00 pm at the Bishop Kearney Auditorium

New Business: A Media and Community Relations subcommittee will be created; the Vision Committee will transition into this committee. A meeting will be held on December 27th.

There was a discussion of what will be the next step in the new library proposal; will we need a new website? Elaine Cole has created a new website introduction. New material will be added. Staff and Friends must see and understand the models and renderings so they can answer questions. We should have information to hand out to patrons in the library. A meeting will be set up with the Friends to update them on what is happening with regard to the new library. The binders and website should be updated and presentations to community groups should be scheduled.

Board President's Remarks: Merry Christmas to all!

Adjourned: 8:53 pm

Respectfully submitted,

Eileen Hayes-Power
For Library Board Secretary
Elaine Cole