

Irondequoit Library Board of Trustees  
Monthly Meeting  
45 Cooper Road  
Minutes of January 16, 2013

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

**Excused:** Elaine Cole

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

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

**Agenda:** Approved with Executive Session added.

**Election of Officers:** Bylaws, Article III, Section 2, were invoked to allow the existing presidency to carry over for another year.

Election results:

President – Stephanie Squicciarini  
Vice President – Mary Ellen Jones  
Secretary – Miriam Ganze  
Treasurer – Karyl Mammano

**Public Input:** None

**Board Correspondence and News:** -Received emails from Mr. Golan accusing the board of faking numbers and conspiring to keep information from the public.  
- Received a letter from Nora Pelish thanking us for books purchased as memorial gifts.  
- A 9/8/2011 email from Mr. Ament regarding his views on a new library was read to the board.  
- Received two holiday cards from the Harris Beach lawyers.

**Approval of Board Minutes:** A correction needs to be made regarding the Foundation report. It should read, 'Forms were resubmitted to the IRS.'  
A typo of a capital A was corrected.  
Approved as amended.

**Vouchers:** Two lists, December 2012, approved. January 2013, approved.

**Director's Report:**

**Irondequoit Public Library**  
**DIRECTOR'S REPORT**  
Wednesday, January 16, 2013

## **1. Library System News**

- Rochester Public Library has contracted with the Center for Governmental Research paying \$25,000 to study the efficiency and effectiveness of library branch operations in the city only.

## **2. Town News**

- I am working with DPW to fix the snow removal problems we are experiencing at McGraw Branch.

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

- We are having difficulties patron behavior at both branches but especially at McGraw with staff calling 911 on more than one occasion. We are working with police, school district officials, social workers and parents to keep these problems under control.
- I want to give thanks to the staff and trustees for their help and support during my wife's illness. We say we try to have a family atmosphere while working at the library and it is when we are experiencing the tough times that we really see that it is true.

## **4. IPL Personnel Report**

- The new part-time clerks, Stacey Daly and Melanie Heywood, both town residents, started work on January 7th.

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

- Vouchers of interest from the December 2012 list: #441, Monroe Piping, for two payments on our maintenance contract; #442, Monroe Piping, for repairs and adjustments to the McGraw Branch heating system.
- Vouchers of interest from the January 2013 list: #5, Barkstrom and LaCroix, for services relating to the new library building proposal.
- Financial and statistical data: We have a budget report dated January 3<sup>rd</sup> but it does not yet give us a clear picture of our 2012 financial performance. Some major expenses are not included yet such as the second semi-annual cost share to MCLS and NYS Retirement. We also have some categories with spending quite a bit less than budgeted such as Contracted Services and Utilities- gas and Electric. Until the last round of payments gets listed and we can be sure we really have expended less than budget in the categories I mentioned we

won't have a clear picture of 2012. Looking at revenue we are at 100.43% of anticipated revenue so there will be no problems there.

## **6. Press Releases Sent**

- Board meeting announcement
- Holiday fund raising appeal
- New library information meetings announcement

## **7. Meetings and Events**

January 2 - Friends/Library Board meeting  
January 9 - Management meeting with K. Hultz and N. Pelish  
January 10 - Vision Committee  
January 11 - Vision Committee @ Bishop Kearney

Terry Buford

## **President's Report:**

Updated list of Committee Reports to be included in future agendas:

Board Vacancy –  
By-Laws –  
Contract Negotiations –  
Facilities –  
Budget –  
Communications –  
Director Evaluation –  
Fundraising –  
Social Media/Community Relations –

## **Committee Reports**

**Board Vacancy - KM, DH**  
Nothing to report

**Budget - KM, TB**  
Preliminary items reviewed to determine what would change in a centralized building.

**By-Laws - KM, EC**

Nothing to report

**Facilities - KM, JP, TB**

Nothing to report

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

Nothing to report – suggest ending this committee.

**Social Media/Community Relations- KM, MEJ, SS, TB**

Met to establish dates for forums and what information was needed to hand out at the forums.

**Friends Liaison Report:** The Friends Walk will be held on May 4, 2013. Diane Stark's address to the Town Board on January 15, 2013 was greatly appreciated.

**Foundation Report:** Paperwork was submitted to the IRS with all necessary signatures and checked boxes. The IRS received the paperwork on December 30, 2012 at 10:00 am.

**Town Board Liaison Report:** The contract was settled with the DPW CSEA; the agreement will mean more health and dental care contributions from members.

Spoke to the town attorney about a resolution on the referendum. A resolution will be ready for February's Town Board meeting.

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

**New Business:** There have been problems at McGraw with a young patron. The police have had to be called on half a dozen occasions. He has been banned from school property. He has started fights with other patrons and at one time approached the circulation desk wearing a ski mask. A motion was made to ban him from all library property for a minimum of one year with reevaluation at the end of the year, approved. Motion to give the director the authority to ban patrons exhibiting unsafe behavior at least up to the following board meeting, approved. We are looking into solutions to safety threats.

Questions regarding the next steps toward a new library include: regarding the vote; would we use voting machines? How many machines would we need? Where would we have the vote? How would we ensure a secure vote? What would we do to provide absentee ballots? During what hours would the vote be held? Do we need to provide an inspector?

We need to respond to the letters published in the Irondequoit Post regarding a new library. We should get a response from the board published in the Post as soon as possible addressing their concerns.

We met with Nate and Mark from ICat at Bishop Kearney to assure that all audio visual equipment would be set up for the meeting tomorrow, January 17<sup>th</sup>. Should we have a separate recording session showing 'best of'?

Guidelines for the public forum were handed out.

**Board President's Remarks:** Motion to move to an Executive Session to discuss matters leading to the appointment or employment of a particular person or corporation.

**Adjourned:** 9:00 pm

Respectfully submitted,

Eileen Hayes-Power  
For Library Board Secretary Miriam Ganze

**Executive Session:** The board discussed hiring a public relations firm to help with informing the public about the new library project. Four vendors responded to our letter and two specific vendors have been interviewed. One was selected by the board by a vote of 4-0; one absent and two abstained.