

Irondequoit Library Board of Trustees  
Monthly Meeting  
45 Cooper Road  
Minutes of February 20, 2013

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

**Excused:** Miriam Ganze, 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

**Public Input:** None

**Board Correspondence and News:** None

**Approval of Board Minutes:** Approved

**Vouchers:** Approved

**Director's Report:**

**Irondequoit Public Library  
DIRECTOR'S REPORT  
Wednesday, February 20, 2013**

**1. Library System News**

- Reference USA is back as a system wide database. It is a database that gives the user the equivalent of every white pages and yellow pages in the US and Canada.

**2. Town News**

- I am working with town clerk Barbara Genier to address the pending FOIL requests we have received. On Tuesday, February 19, I replied to the FOIL requests and supplied most of the items requested. When I could not supply one I suggested an alternative approach and supplied that or in one case explained that the 2012 building maintenance summary wasn't completed yet and suggested I could supply it when finished.

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

- We had a major HVAC equipment failure at Evans leaving us with no heat in the rear portion of the building. A rooftop unit was replaced at an estimated cost of \$7500. The Monroe Piping representative assured us it could be removed and stored for later use should we move from the Evans building.
- We have had a failure of the automatic front door closer at Evans which left us with a door that was frozen in the open position on a Saturday. We had to get an emergency service call to get the door closed. We are seeking estimates for replacement.
- McGraw is having problems with some electrical circuits causing lighting and photocopier problems. An electrician is looking into this problem as well as working on the security alert signal system planned for communicating with the work room from the circulation desk.
- McGraw employees reported to work on Monday, February 8 to find someone had locked a bicycle lock to the handles of the front door preventing them from being opened. Staff used bolt cutters to remove the lock after consulting with the police.
- We had a staff meeting on President's Day, Monday, February, 18. We brought in Officer Andrew Whitaker of the IPD to discuss security inside and outside the building. Ann Ryan of the Friends of the IPL discussed preparations for the upcoming Walk to Connect event. I reviewed with the staff the latest developments in the new library project.

### **4. IPL Personnel Report**

- Employees report that they are taking home less in 2013 than they did in 2012 as the amount of their 1.5% COLA was exceeded by the increases to FICA and their health care contribution.

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

- Vouchers of interest from the February 2013 list: #26, All Doors & Glass, for emergency repairs to the Evans Branch automatic door closer; #38, GovConnection, for ear buds we sell to patrons to increase library miscellaneous revenue; #48, Monroe Piping, for repairs to the McGraw Branch HVAC system after a "no heat" call.
- Financial and statistical data: We are getting closer to a final closeout for 2012 and we are still looking good. There will still be adjustments to the 2012 budget before closeout but I predict a small surplus when finished.

### **6. Press Releases Sent**

- Board meeting announcement
- New library information meetings announcement

- New library web and social media announcement

## 7. Meetings and Events

January 17 - Vision Committee  
 January 17 - First public information meeting at Bishop Kearney  
 January 23 - Presentation to Kiwanis  
 January 23 - Presentation to Rotary  
 January 24 - Vision Committee  
 January 28 - Presentation to Arts Council  
 February 7 - Public information meeting at town hall  
 February 11 - Presentation to Lions Club  
 February 12 - Presentation to Chamber of Commerce  
 February 13 - Town Board Workshop  
 February 18 - Library Staff Development Day  
 February 19 - Town Board

Terry Buford

**President's Report:** The new library referendum resolutions were passed at last night's Town Board meeting. Thanks to everybody for all their hard work. Kudos to Ann Ryan and The Friends for all they have done to help.

### **Committee Reports:**

Board Vacancy – No report

By-Laws – No report

Contract Negotiations – No report

Facilities – No report

Budget – No report

Communications – Responding as needed to the Yahoo account.

Director Evaluation – Everything has been reedited except for the reverse evaluation. It will be done for the March meeting.

Fundraising - We broke into subgroups to discuss smaller donation acknowledgements such as book spines and plaques. We will be meeting with Mike on February 22<sup>nd</sup> for more ideas and to make sure we are on track. Flo suggests we have a large fundraising event such as a dinner or something along those lines. Miriam submitted printouts with more ideas for lower level donation acknowledgements. Stephanie Aldersley will be joining the committee.

Social Media/Community Relations - Two forums have been held so far.

Stephanie met with Mike from Tipping Point and got prices for lawn signs and bumper stickers to be purchased by the foundation. He created Google ads with keywords for the library proposal.

Everything going forward will have the web address, [libraryproposal.com](http://libraryproposal.com). Paper will be printed on both sides to minimize paper use. Bulleted point printouts and comment cards will be handed out at

meetings. We need to consider all forms of advertising such as school play programs, athletic event lineup sheets and sticky ads on the front of newspapers. Mike will help spruce up our Powerpoint presentation. Before the next meeting we will meet with the Knights of Columbus on March 4<sup>th</sup> at 6:30 pm. We will meet with the PTA on March 12<sup>th</sup> and with the Young at Heart on March 13<sup>th</sup>. A town hall forum will be held on March 6<sup>th</sup> at 6:30 pm.

**Friends Liaison Report:** The Friends had a table set up at LA Fitness on January 29<sup>th</sup> and gave out information on The Friends and on the new library. We have been invited back and they are open to the library setting up an informational table.

A book sale was held February 14, 15 and 16. We made \$750. \$500 will be divided between the two libraries and \$250 will go to the Friends.

We are signing people up for lawn signs.

We will have a repeat of the bus tour on October 5, 2013.

**Foundation Report:** Still waiting for IRS documents in the mail. The foundation will fund the cost of the lawn signs and bumper stickers.

**Town Board Liaison Report:** We got the vote in at last nights meeting and we will move forward with the library referendum. There will be two more board meetings before the vote. Now that iSquare decision is behind us the library will be the main issue.

**Old Business:** The IPL Trustees Handbook has been tabled.

**New Business:** We need to answer questions about voting. People need to know their school districts and how and where to vote. We could put maps in the Town Hall.

The Friends will be greeters at both voting locations.

The book mark needs to be updated with dates of forums and the vote. We should also put information about absentee ballots on the book marks. Absentee ballots must be in by 5: pm on April 23<sup>rd</sup>.

Board discussed using a phone bank to get out the vote.

**Board President's Remarks:** Again, thank you all.

**Adjourned:** 8:50 pm

Respectfully submitted,

Eileen Hayes-Power for Library Board Secretary Miriam Ganze