

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

Trustee Members Present: Stephanie Squicciarini, Miriam Ganze, Karyl Mammano, David Heffer

Excused: Mary Ellen Jones, Elaine Cole, Jack Herrema

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

Meeting Called To Order: 7:05 pm

Agenda: Motion to approve agenda; moved, seconded and approved.

Public Input: Supervisor D'Aurizio spoke. She is grateful to everyone for their patience and diligence and for their spirit and faith in the new library project. She has been in touch with NYSERDA and is working on what possible grants may be available, i.e. 'Green Technology'. In regard to Mr. Barone's latest ad, she will address financing more specifically at the next two forums. She knows that the architects may be nervous about fundraising but is hoping for large donations from townspeople. She is not keen on making the building smaller. A major capital campaign will begin on April 24th.

Board Correspondence and News: Stephanie gave a report at the Town Board meeting last night. Linda Quinlan would like to do a story; a meeting has been set up for 7:30 Tuesday morning before the forum. Stephanie has sent a response to the HIPP letter but has not heard back. Concerns include whether the size of the new building will make it a community center and how the trees will be affected.

Approval of Board Minutes: Motion to table the minutes until next month; moved, seconded and approved.

Vouchers: Approved.

Director's Report:

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

1. Library System News

- There is still space available in Imagine.Create.Innovate, the free MCLS conference being held at the main library downtown April 8 and 9.

2. Town News

- Preliminary 2012 closeout numbers for the town look very good. They are anticipating an estimated \$2.4 million surplus for the year across all funds. They expect to add approximately \$1 million to the fund balance of the General Fund. Business in Irondequoit is looking up as revenue from Sales Tax was 19% over budget projections.
- I attended the Department Heads meeting at town hall on March 19. I thanked the entire group because almost every town department has helped us with advice, information, research or something to move the library project forward.
- Library will receive their annual audit the first week in April.

3. IPL News / Facilities report

- The Evans Branch had another HVAC problem. The pump that circulates hot water from the boiler throughout the building stopped working. The motor was replaced by Monroe Piping.
- McGraw electrical repairs completed.
- Evans rooftop HVAC unit installed.

4. IPL Personnel Report

- A full-time Senior Library Clerk is retiring at the end of May. This person is the head of the processing department and also works circulation at McGraw. There is currently no Senior Library Clerk Civil Service list although the exam is scheduled to be given in April. We are consulting with our Civil Service representative to explore our options.

5. Financial/Statistical Report Highlights

- Vouchers of interest from the March 2013 list: #61, Anthony electric, for repairs to the McGraw Branch lighting and copier circuits; #69, Terry Buford, reimbursement for charge card renewal of the IPL web addresses; #81, Monroe Piping, for repairs to the McGraw Branch restroom plumbing; #82, Monroe Piping, for repairs to the Evans Branch HVAC system; #85, Passero Associates, for artwork relating to the new library project; #88, Stephanie Squicciarini, reimbursement for purchase of office and art supplies relating to new library project; #92, Waster Management, for refuse collection at both branches. Waste management bought out Heberle Disposal and is now our refuse collection service.
- Financial and statistical data: The 2012 budget is near closeout. We were \$7707 over on revenue mostly due to miscellaneous income. We are

\$58,486.02 under on expenditures. With 16% of the fiscal year elapsed we are on target in all areas of the budget.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

February 20 - WIN presentation w/Library Board
February 21 - Vision Committee
February 21 - LA Fitness info table w/Library Board
February 25 - Taught Advanced Internet Searching Class at Evans 7-9 PM
February 28 - Vision Committee
March 4 - Knights of Columbus meeting w/Library Board
March 5 - Peter Wehner of Planning Board
March 5 - Library management team
March 6 - Information meeting for new library at town hall
March 7 - Vision Committee
March 13 - Young at Heart w/Library Board
March 14 - Vision Committee
March 14 - World Pay
March 15 - Supervisor D'Aurizio and Vision Committee
March 19 - Department Heads
March 19 - Evans Branch managers
March 19 and 20 - Meetings with each clerk taking the Senior Clerk Civil Service exam.

Terry Buford

President's Report: President's report will be given in the committee reports. Thanks to everybody for all the hard work you've been doing.

Committee Reports:

Board Vacancy – No report

By-Laws – No report

Contract Negotiations – This report will be discussed in the executive session.

Facilities – No report

Budget – No report

Communications – As of yesterday there were no new board emails.

Director Evaluation – Everything has been edited and formatted. I need to interface with Anne so we can get it out. It should be out in the next week or so.

Fundraising - Packets for fundraising have been started. Talked to Mr. Shaheen about a music program for fundraising. Contacted a company in California about carved book spines. Talked with local artist, Craig Wilson about the idea of using leaves on a tree for some donors. In a new library building the names of Pauline Evans and Helen McGraw must be honored in some significant way. We need a database system to track donors. A visual should be put on the website on April 24th for possible donors to see.

Social Media/Community Relations - Since the last board meeting, the committee has met with the Knights of Columbus and the West Irondequoit School PTSA. Presentations were also provided to three Politics in Government classes at East Ridge High School. We also had an information table set up during early evening at L.A. Fitness. The committee continues to meet with Tipping Point Public Relations related to refinement of the Power Point presentation used at the forums as well as the documents we are setting up on the website.

Friends Liaison Report: Discussion with Friends on how the campaign was progressing. Friends had many questions and concerns. Friends volunteered to help with the Knights Presentation and with lawn sign delivery. Ann Ryan volunteered to help with coordinating “volunteer efforts” along with me and Barbara James.

Update: Many thanks to Bonnie Arnold, Judy Michael, Diane Stark, Chris Finger, and Ann Ryan for volunteering to help with lawn sign delivery.

Finance: Valentines Book Sale: Raised over \$750, divided evenly with the two branches and the Friends.

The walk has \$390 in donations so far.

\$860 has come in from memberships.

Friends had vote buttons printed and handed them out at the book sale and remainders went to the branches. **Update:** Buttons were very popular and I made two more orders to be available in the branches and the remaining forums.

Dates: Bus tour is set for Oct. 5th

Annual meeting: 6/25

Walk May 4th

Programs: Recent Tops Cooking School for Kids: very successful

Submitted: Miriam Ganze

Ann Ryan: A letter of support will come from the Friends. Friends will be covering all programs from now until the vote. The book sale will be held next Saturday at the Community Garage Sale. There will be tables at both branches for National Library Week. One table will be for the walk and raffle and one table will be for the library. Nancy Bleichfeld and Karen Ryan are interested in absentee ballots. Allesandra Sunderlin of Summit suggested they put a sign in their window plus three signs in front and three in back. Summit will also sponsor \$500 to kick off The Summer Reading Program.

Foundation Report: Received information from Peter Kelderhouse and passed it on to Karyl. The IRS said we only need to file forms this year.

Town Board Liaison Report: The town budget continues to do well. We need a 90 degree angle sign for the town hall and 4 x 4's for each branch. The total cost will be \$970. I will call tomorrow with an OK for these signs. I will organize packets for the lit drops. There will be a meeting for the lit drops on April 13th.

Old Business: IPL Trustee Handbook has been tabled.

New Business: There will be a United Way Day of Caring on May 9th. We will sign up for a group home on Allwood Dr that needs assistance with landscaping.

Terry had a meeting with a woman who works for World Pay, a credit card acceptance company. They offer a donation of 1% to a town based non-profit organization as a way of enticing local merchants to use their service. They would like to donate these funds to the library foundation.

Stephanie Squicciarini moves that we allow World Pay to offer local merchants a 1% donation to the Irondequoit Library Foundation. Seconded and passed.

MCLS Collection Development Policy for E-Books (Overdrive) – E- books are purchased for use by the whole library system and are available to all patrons. We need a collection development policy for the E-books that is generic enough for the entire system membership to agree upon. Move to adopt E-book policy; seconded and passed.

Copies of the Town Professional Services Purchasing Policy were presented explaining the town's services purchasing policy. Per Supervisor D'Aurizio, we need to work with the town attorney on this to make sure we are in compliance.

Next steps for the new library proposal include voting maps being made available at each branch.

A letter was sent out from Larry Heininger responding to the factual errors in Mr. Barone's newspaper advertising.

The Girl Scouts in Irondequoit are offering a special merit badge for getting involved in and understanding how local government works. It will include having the participants create an "I promised a Girl Scout I would vote" badge and getting at least 5 eligible voters to wear the badge and promise to vote in the upcoming library referendum.

Board President's Remarks: Motion to enter into an executive session; moved, seconded, approved.

Adjourned: 9:30 pm

Executive Session: Discussed health care for retirees and the wording of the CSEA contract.

Respectfully submitted,

Eileen Hayes-Power for Library Board Secretary Miriam Ganze