

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of April 17, 2013

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

Excused:

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: None

Board Correspondence and News: None

Approval of Board Minutes: Correction to the February minutes under Social Media/Community Relations: add 'Lawn signs to be purchased by Foundation'; approved with correction with two abstentions.

Correction to the March minutes: Supervisor D'Aurizio's name corrected; approved with correction with three abstentions.

Vouchers: Moved, seconded, approved.

Director's Report:

**Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, April 17, 2013**

1. Library System News

- We are told by MCLS administration to expect a cost share increase of 3 to 4% for 2014 depending on what happens with the final number for state aid to library systems.
- An upgraded version of the public online library catalog, CatalogPlus, is now available.

2. Town News

- I want to recognize the contributions made by the department heads to the library project especially Laurence Heininger, Barbara Genier, Chief Boyan, Annie Seeley

and Patrick Meredith. Nate Stone of I-Cat has also been extremely helpful to the project.

- Library was visited by the auditors on Friday, April 5 and all went well. We will receive their written report later but everything went smoothly with their spot check of our records and our cash handling procedures are unchanged and always praised by previous auditors.

3. IPL News / Facilities report

- The Evans Branch has some public restroom problems possibly from vandalism. Repairs are being made.
- McGraw Branch is having intermittent problems with some phone and data lines. They are being investigated.

4. IPL Personnel Report

- Eligible personnel are studying hard for the upcoming Senior Library Clerk Civil Service exam on April 27 as we may have 2 Senior Library Clerks retiring in the next 12-18 months. There is currently no Senior Library Clerk Civil Service list. If one leaves before the list is ready we may have to do some scrambling to fill this vital position. We are consulting with our Monroe County Civil Service representative and Town of Irondequoit Human resources to explore our options.

5. Financial/Statistical Report Highlights

- Vouchers of interest from the April 2013 list: #124, Southpaw Designs, for the signs on the lawns at McGraw, Evans and Town Hall; #131, Tipping Point Public Relations, for work on the informational campaign about the proposed new library.
- Financial report: With approximately 25% of the fiscal year elapsed the library is in fine shape financially. On the revenue side, miscellaneous income is already at 27% and Library Charges are at 28%. On the expense side salaries are at 25% and operating expense at 11%. We will have pretty much expended the \$10,000 in contracted services when the payments to Tipping Point Media and Southpaw Designs go through.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

March 21 - Vision Committee
March 26 - New Library Public forum at Town Hall
March 27 - ICAT
March 28 - Town bond counsel
April 1 - ICAT

April 4 - Vision Committee
April 10 - New Library Public forum at Town Hall
April 11 - Vision Committee

Terry Buford

President's Report: Presented at the town board meeting, Tuesday, April 16th. Discussed a donation from the board to support The Friend's Walk; motion to double last year's donation to \$200 seconded and approved. Discussed giving some form of support to the two Irondequoit Fire Departments to thank them for hosting our elections on April 23rd. A report will be given at the May meeting.

Committee Reports:

Board Vacancy – No report

By-Laws – No report

Contract Negotiations – No report

Facilities – No report

Budget – No report

Communications –

As of noon on 4/17 the yahoo account had two messages from a resident concerning parking and the SEQRA. If necessary, these will be passed on to the town attorney and will be dealt with after the vote if legal council decides that is appropriate.

The Post published one positive letter and one negative letter today. The rest of the correspondence is on line in its entirety.

Barbara James and Ann Ryan have sent polling place messages to their email lists.

Former School Superintendent, Joseph Sproule sent out 225 post cards to west district employees which contained a vote message and a message about the polling places.

Director Evaluation – An evaluation packet was delivered to each board member.

Fundraising – We will have a fundraising meeting the day after the vote, April 24th.

Social Media/Community Relations –

Since the last board meeting, the committee has held two more public forums at Town Hall and community presentations at the Pinegrove Senior Center. One final community presentation at Summerville Presbyterian Church is scheduled for Sunday 4/21. The committee also met with Fiscal Advisors and Marketing, the financial advisors

for the town, to review the financing options available using short term bond anticipation notes with lower interest rates prior to a full bond. The committee was interviewed by Linda Quinlan for a story in the Irondequoit Post. The committee continues to meet with Tipping Point Public Relations related to endeavors that are being funded through the Library Foundation. .

Friend's Liaison Report –

The Friends held a special meeting April 11th since their regular meeting would be April 23rd. So far they have a total of \$1590 in underwriting for the walk. So far this year, they paid \$1326.79 for programs this year. The Friends are staffing tables at both branches for National Library Week this week and promoting the walk, the raffle and of course the vote with special focus on being sure people know where their polling place is. Fred Hamil is volunteering to help with parking at Ridge Culver for the vote. Diane Stark and Amy Toole both spoke for the Library proposal at the 4/16 town board meeting. Both are active members of the Friends. Reported by Miriam Ganze

We have been covering all adult and children's programs to get voting information out. Donations for the walk are coming in from area businesses. I spoke with Mr. Nolan about the road work being done; hopefully, it will not be done on April 23rd. Frank D'Aurizio suggested using ICAT to promote voter turnout on the day of the vote. This is being done. The Friends have tables at both branches for the raffle and the Friends Walk. We are getting a good response. We are also giving out information on the vote and where to vote. Reported by Ann Ryan

Foundation Report: The Foundation's 501C3 status has been restored.

Town Board Liaison Report: The town board has approved the Friends Walk. We may need to contract with an engineering firm to step in for Larry Heininger who will be out due to illness.

Old Business: IPL Trustee handbook has been tabled. We will spend the Day of Caring on May 9th doing landscaping work at a Heritage Christian Services group home on Allwood Dr.

New Business: Board Planning - discussed possible fundraising opportunity. This would be an on-line donation program with an energy company; the board is not comfortable with being identified with one specific company. Discussed concerns about the upcoming needs of the library board. Vacancies will be coming up and we need to discuss what skills will be needed in new members and what present board member's plans are. We also need to think about the board's needs now and farther out. The Board Vacancy committee has been changed to the Board Planning committee.

Day of Vote activities - discussed parking concerns on Culver/Ridge on the day of the vote. People have been scheduled to direct traffic in and out. John will speak to the police chief to confirm that they will handle and traffic problems on Culver Road itself if necessary. Sandwich boards can be used at entrance and exit to direct traffic and parking.

Next Steps – Discussed phone calls to get out the vote. 2500 cell phones have been backed out of the proposed robo calls. Volunteers will call cell phones as sending robocalls to cell phones violates FCC regulations.

Construction manager letters should go out the day after the vote. John will handle pre-construction activities.

Board President's Remarks: No remarks.

Adjourned: 9:11 pm

Respectfully submitted,

Eileen Hayes-Power for
Board Secretary Miriam Ganze