

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of May 15, 2013

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

Excused:

Others Present: Terry Buford, Library Director; John Perticone, Town Board Liaison, Ann Ryan, Friends Liaison, Mary Joyce D'Aurizio, Town Supervisor

Meeting Called To Order: 7:00 pm

Agenda: Amended to include executive session to discuss the director evaluation. Approved with amendment.

Public Input: None

Board Correspondence and News: The new library bond passed by an almost 2 to 1 margin!

Approval of Board Minutes: Formatting error on last page corrected. Day of Caring should include the name Heritage Christian Services Group Home. Approved with corrections.

Vouchers:

Director's Report:

President's Report: Susan Mueller's note extending kudos to everyone for the library campaign was read to the board.

At the staff training day on June 12, members of the library board will update the staff on the new library.

An acknowledgement letter will be sent to Tipping Point to acknowledge Mike's work.

Cakes were brought to both branches for all their hard work during the library campaign; kudos to the staff.

We received a letter from Franklin D'Aurizio with a check for \$300 enclosed to honor the memory of Delzopito and Anna DelCorvo. This check will be put in the building fund.

Thank you to everyone for an amazing job.

Committee Reports:

Board Vacancy – KM, DH, EC

A letter of resignation from Miriam Ganze dated May 15, 2013 was read to the board.

Elaine and Karyl met on 5/9 to start the discussion related to the skills that would be needed on the board to replace members whose terms may be ending or for those who may not be able to complete their term.

By-Laws - KM, EC

Nothing to report

Contract Negotiations – SS, MEJ

Nothing to report

Facilities – KM, JP, TB

Nothing to report

Social Media/Community Relations – KM, MEJ, SS, TB

The committee met on 5/2 with Mike from Tipping Point to discuss which social media will be continued. We also discussed some of the next steps, such as the RFP, needed as we start the road to a new central library.

Budget – KM, TB

Nothing to report

Communications – MG, EC

Thank you letter from the board sent to and printed in the Irondequoit Post .

Thank you letters sent by print mail to all the organizations who publicly endorsed the proposal.

Thank you by email to all who gave us extra help: lawn signers, lit droppers, phone bankers, etc.

Donations and thank you notes to the two fire departments were sent by print mail also.

Congratulations were sent to board email from Peter Wehner and the following inquiry came to the board email on April 29th:

New form submission via Irondequoit Public Library Proposal:

Name: Tim Burke

Email Address: tburke9@rochester.rr.com

Subject: RFP

Message: When will the RFP for the proposed Library be released? Will this be an open submittal or will the RFP be invitation only?

As of 5/14, there are no other new emails in the board account.

Director Evaluation – DH, EC

This will be discussed in the executive session. For future evaluations a new form should be developed to include feedback from the Town Board Liaison.

Fundraising – MEJ, JH, MG

Held a preliminary meeting on 4/24. M. Ganze has communicated with local artist Craig Wilson on crafting donor recognition; waiting for info on exact costs. M. Ganze contacted local wood worker, Bob LaRossa on crafting a display for book spines for donor recognition and waiting for a response on cost and his availability. MEJ and JH may want to add to this report.

A gala called 'Barbecues and Blues for Books' will be held at camp Eastman on August 24th.

This is not a major money making thing but is more to promote awareness. Good publicity is needed. Publicity is the key. Strongly feel Mike should do publicity for this event.

Discussion followed on liquor license and types of alcohol and food to be served.

Peter Kelderhouse will draw up ideas for a donation tree. Discussion followed on what rewards would be given for what donation amount.

Jennifer Daley, a fundraiser for MS would like to be a volunteer fundraiser for the new library.

EC urged the use of professional fundraisers. An extended discussion on fundraising followed.

Friends Liaison Report: Friends Walk Report for Library Board Meeting/May 15, 2013.

The Friends were extremely happy to have around 90 registered Walkers for our 3rd Annual Walk to Connect on Saturday, May 4th. It was a lovely day for a walk and close to equal numbers of folks headed out to the opposite branch, happily greeting each other along the route. The Reliant shuttle bus transported about ¾'s of all the Walkers back to their starting point.

All the entertainment and activities at both branches was free for any Library goers as well as the walkers during event hours and everyone who participated in the event had a great time celebrating the Library!

The raffle made \$1800. Along with the wonderful donation from the Library Board of \$200 we had the largest number of supporters yet. With registrations added in, we're delighted to say we made just over \$3000 to go to help pay for our Friends-sponsored Library Programs.

Respectfully submitted by Ann Ryan

The Friends annual meeting will be held on June 25th at 7 pm at the McGraw branch. Stephanie, John and Terry will do a presentation on the next steps for the new library.

Foundation Report: The Tipping Point account for the 'Vote Yes' campaign has been paid up. Karyl, Elaine and Mirko met yesterday, May 14th. We will be making wholesale changes to the Foundation board. Barbara James and Elaine Cole will be brought onto the board. We need two more people, a CPA and a financial person. We are in the process of getting director's and officer's liability insurance. We are reviewing current policies.

Town Board Liaison Report: This report will be given under new business.

Old Business: Trustee handbook - tabled.

New Business: Mary Joyce and John interviewed three construction companies, Christa, Pike, and LeChase. They chose Christa Construction Co. and spoke with John Radesi. A letter of qualification and proposal will be sent to multiple architectural firms. This group will be short listed to three firms by June 6th or 7th. A committee will be put together to choose an architect and construction manager. We should have a design by August.

SS feels strongly that the library board should be as involved as possible.

Board President's Remarks: Motion to go into an executive session was approved and the board entered into executive session at 9:26 pm.

Executive Session: Board discussed the hiring of an architect and construction manager. Board discussed the hiring of a public relations firm. Board reviewed results of the director evaluation.

Adjourned: 10:00 pm

Respectfully submitted,

Eileen Hayes-Power
For Board Secretary Miriam Ganze