

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of June 19, 2013

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

Excused:

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

Meeting Called to Order: 7:00pm

Agenda: Amendment: under New Business, add Clerical Supervisory position. Approved with amendment.

Public Input: None

Board Correspondence and News: Mr. Golan objected to being quoted in the January minutes as saying he had accused the board of conspiring to hide information. This is an ongoing issue.

Approval of Board Minutes: Amendment: regarding the motion to enter into executive session at the May 15th Library Board meeting to discuss hiring of firms and the Director Evaluation. The executive session discussion began at 9:26pm and adjourned at 10:00pm. Approved with amendment. Motion to approve the minutes of the May 29th executive session; approved.

Vouchers: Approved

Director's Report:

Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, June 19, 2013

1. Library System News

- MCLS now has a mobile app created by Boopsie for mobile device users to access CARL. It can do all the things one can do when using CARL at home such as search the catalog, place holds and account management. It also includes the ability to scan a barcode on the back of a book and have the app tell you if you can get it from MCLS. This creates a whole new way to browse a bookstore.

2. Town News

- Supervisor D'Aurizio, Evans Branch librarian Amy Holland and I received the "Green Angel Award" from the Irondequoit and Western New York Girl Scouts "in recognition of our contribution to Girl Scouting".
- Library parking lot holes have been patched. Thank you Town of Irondequoit DPW!
- I attended the June 12 Town Board workshop meeting where the 2012 audit of town finances was presented by Laura Landers of Freed, Maxick and Battaglia. The main theme of the presentation was that the financial situation of the town has improved dramatically in the last few years. Ms. Landers was very enthusiastic with her praise for the decisions made that brought about this improvement.
- 2014 Budget Season is upon us. We must finalize our budget request at the August 21 Library Board meeting as it is due to the town on the 23rd. Our regular budget proposal review meeting with the Supervisor, Comptroller and HR is Thursday, August 29 at 9 AM in the Supervisor's office.

3. IPL News / Facilities report

- The failed McGraw Branch network domain controller has been repaired, the data has been restored and it has been reinstalled. Thank you to IT Librarian Joann Briggs for all the hard work that went into this project. Thank you patient McGraw Branch customers who struggled with internet logins and printing during the outage.
- Nobody has contacted me about vacancies on the Library Board.
- The Library Building Fund received a donation of \$1,000 from Mirko and Irma Pylyshenko.
- Thank you to everyone who helped out while I was absent attending to my wife's medical issues.

4. IPL Personnel Report

- We are still waiting for the results of the Senior Library Clerk exam. Until we have the results we cannot replace the retiring Senior Library Clerks. We have Senior Clerk hopefuls filling in temporarily while we await the new list.

5. Financial/Statistical Report Highlights

- Vouchers of interest from the June 2013 list: #181, Fusion Digital, for repairs and restoration of files and software for the McGraw Branch server; #197, Southpaw Designs, for the "thank you voters" signage; #199, Tipping Point Public Relations, for help with new library and fund raising projects.
- Financial report: As of May 31, 41% of the fiscal year has elapsed. We are in good shape in all major areas of library generated revenue with 46% of library charges and 42% of miscellaneous income. A pleasant surprise is that we are at 38% of copier revenue. On the expense side we have spent 35% of the budget. We are right on target with salaries. We are showing red figures for capital outlays because of the large HVAC repair. We are

showing red in contracted services due to the unbudgeted costs of public relations work for informing the public about the new library proposal. Overall we are in good shape with expenses.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

May 20 - Town Department Heads meeting

June 12 - Staff Training Day

June 12 - Town Board workshop meeting and release of 2012 audit.

June 18 - Library Management Team meeting

Terry Buford

President's Report: The board received a thank you card from Terry for the board's kindness during his wife's illness and an invitation from the Friends to their annual meeting and dessert reception. Terry's Director's Evaluation went very well.

Committee Reports:

Board Planning - A press release will be sent to the Irondequoit Post regarding the board vacancy and a notice will be placed on our website. The committee has received one request from an individual who is interested in serving on the board. This position would complete the term for Miriam Ganze.

By-Laws – Elaine and Karyl have reviewed the current by-laws and will make recommendations for changes related to term limits and introduce term class (3 or 5 year) along with updating any wording needed for flow or clarification.

Contract Negotiations – No report

Facilities – No report

Social Media/Community Relations – No report

Budget – No report

Communications – No report

Director Evaluation - The town liaison should be included in the next director evaluation.

Fundraising –

- Discussed inviting The Irondequoit Community Band to play at the library fundraiser.
- Ticket sales goal for the fundraiser is 1000 tickets.
- A sign up sheet for 4th of July volunteers was handed out.
- There was a discussion of the areas where volunteers will be needed at the fundraiser and the cost of entertainers (face painters, etc.)
- Jennifer Daley has been ill but is still interested in volunteering.
- There was a discussion of where to sell tickets for the fundraiser.
- The signs advertising the library fundraiser were discussed and shown. They will be printed by Phoenix Press.
- Time line task lists should be created for the fundraiser.
- Miriam will compose a thank you letter for the donors.
- The application for a liquor license was explained. We are waiting for Joe Genier to write a template of security issues for the event.
- There was a short discussion regarding the sale of logo items at the fundraising event.

Friends Liaison Report:

Report from the May Friends Meeting 2013

Reports: Walk results:

Over 4 thousand dollars in sponsorships for the walk
\$800 in registrations
\$1800 for the Raffle
Profit: \$3100 for the 2013 Walk.

Upcoming: Friends are donating \$100 to the workers of Moore, OK library; although the library is intact, many staff lost homes and belongings.

Friends are donating \$100 to the children's Book Festival at MCC

Representatives of the Friends are attending the NYLA Conference in Niagara Falls in Sept. The 27th is "Friends Day" and the Friends will be in a Panel discussion to discuss how they manage, and promote etc. the Friends Walk. Considering creating a manual/ pamphlet for other Friends Groups to use.

Future Dates: The Annual Meeting is 6/25 at McGraw at 7 PM

The Summer Book Sale is not scheduled yet.

The Fall Historic Bus Tour is set for 10/5 with AM and PM tours departing from McGraw.

Miriam Ganze Friends liaison to the IPL Board

Foundation Report: The Foundation has added two new board members, Barbara James and Elaine Cole. Karyl Mammano will provide accounting advice.

Mike will set up a PayPal account and provide written literature for the Foundation.

We will be bringing on a fifth board member; we are looking for someone with CPA experience.

Town Board Liaison Report: Kudos to the department heads for their work on the audit. A resolution was passed to hire Passero Associates for additional work on the library environmental review.

Old Business: The trustee handbook has been tabled.

The library would like to temporarily increase the salary of an employee working in Processing by \$1.50.
Motion to temporarily increase the salary by \$1.50 approved.

New Business: The fundraiser finances must be settled by the Monday after the event.

The next steps for the new library will be to focus on the fundraising event and stay positive.

The staff will be forming teams to brainstorm about how the new library will function. The teams will also visit other libraries to learn what works and what doesn't.

T-shirts that identify library board members should be worn in public. This will help get information out.

Board Presidents Remarks: Motion to enter into an executive session to discuss current litigation; approved.

Adjourned: into executive session at 8:32pm

Executive Session ended: 8:40pm

Adjourned: 8:41pm

Respectfully submitted,
Eileen Hayes-Power
For Board Secretary Miriam Ganze