

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

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

**Excused:** Karyl Mammano, John Perticone

**Others Present:** Terry Buford, Library Director; Ann Ryan, Friends Liaison

**Meeting Called to Order:** 7:00pm

**Agenda:** Approved

**Public Input:** None

**Board Correspondence and News:** As of 7/16/13, there was no new email on the board account. As of 7/16/13 all gift card donations had been acknowledged for tax purposes.

**Approval of Board Minutes:** Amendment in Fundraising - The Irondequoit Community Band did not ask to be invited to play at the library fundraiser. We discussed inviting them. Amendment in Library System News – Grammer correction in the second line on the new MCLS app. It should read, ‘It can do all the things . . .’ Minutes approved with amendments.

**Vouchers:** Approved

**Director’s Report:**

Wednesday, July 17, 2013

**1. Library System News**

- Libraries are a common place of refuge for people without air conditioning when we are in the midst of a heat wave. Rochester Public Libraries are official cooling centers for people who need relief and their hours are often extended during a heat emergency. Although MCLS libraries are not part of the city’s heat emergency program, during heat waves we are also often crowded with people seeking relief from the heat.

**2. Town News**

- Town finance and human resources departments are projecting a 20% increase in the cost of health care benefits and a 12% increase in the cost of retirement contributions for 2014
- This summer there are many road construction, street resurfacing and sewer projects happening in town. Occasionally, gravel, mulch or other materials left over from road projects will be available in the back corner of the McGraw parking lot for residents to take. Currently, gravel from completed chip sealing projects is available.

- Posters for the Library Foundation's rib fest event will be going up around town hall this week.
- The schedule for 2014 budget events has been released. 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 23<sup>rd</sup>. Our regular budget proposal review meeting with the Supervisor, Comptroller and HR is Thursday, August 29 at 9 AM in the Supervisor's office.
- Tomorrow morning Larry Heininger and I are meeting with Jeff Gurcio and IHS summer school students who are doing a special project concerning the new library. They are visiting other, newer libraries in the area and focusing on what new cutting edge services and amenities are available and what they, as library customers, would like to see in a new library.
- In case you did not make the connection, the young man you recently voted to ban from the library branches for multiple instances of misbehavior and fighting was the person arrested for the racist graffiti incident in the Culver - Norton neighborhood.

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

- Now that the failed McGraw Branch network domain controller has been repaired we are experiencing issues with some of the disks in the Evans Branch server. Repair options are being investigated.
- A suspected roof leak at the Evans Branch turned out to be a condensation leak from a rooftop air conditioning component and was easily repaired.
- We had our best turnout ever for the 4<sup>th</sup> of July parade to support the friends of the library. We had 10 staff and family members marching this year.
- Summer reading programs for all ages are underway. The day to day operations of the summer reading game for kids is carried out entirely by teen volunteers under the direction of our teen and children's librarians.

### **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.
- The town human resources department is stressing that new federal health care regulations will make it even more important to monitor the hours of part time employees to ensure they do not work too many hours and become eligible for unbudgeted health care benefits. Our part time clerks often work more than their budgeted 20 hours per week as we attempt to fill holes in the weekly schedule so we have been warned to be extremely vigilant.

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

- Vouchers of interest from the July 2013 list: #221, Monroe Piping, \$206 for plumbing repairs at Evans; #222, Monroe Piping, \$206 for HVAC repairs at Evans; #227, Tipping Point Public relations, for out of pocket expenses related to online and social media monitoring; #228, Tipping Point Public Relations, for monthly service charge.

- Financial report: As of June 30, 50% of the fiscal year has elapsed. We have fallen slightly behind our projections for library charges and copier but are ahead of projections for miscellaneous income. I expect that gap, less than \$3,000 will close as July and August are our busiest months of the year and we have not started selling any library themed merchandise yet. We are still in good shape with expenditures at 44% of our budget expended.

## 6. Press Releases Sent

- Board meeting announcement
- Board vacancy announcement

## 7. Meetings and Events

June 25 - Friends Annual meeting  
July 9 - 2014 Budget kickoff meeting  
July 16 - Town Department Heads

Terry Buford

**President's Report:** Great fun was had at the 4<sup>th</sup> of July parade; there was good library recognition. Received an email from a staff member asking about a position on the library board; I explained that it would be a conflict of interest and forwarded my response to Carolyn Davis. Miriam Ganze was invited to be an honorary board trustee. She declined but will continue to be supportive of the library.

### **Committee Reports:**

Board Planning - The ad for the board vacancy went out with the deadline of July 31<sup>st</sup> rather than July 15<sup>th</sup>.

By-Laws - No report.

Contract Negotiations – No report.

Facilities – No report.

Social Media/Community Relations – No report.

Budget – No report. 2014 budget proposal must be ready by August board meeting.

Communications – No report.

Director Evaluation – No report.

Fundraising – Publicity for the library fundraiser was put out on ICAT and on the east and west websites. Tomorrow night we will be promoting tickets for the TV raffle and for the event and we will bring signs to give to business owners.

Volunteers work times need to be divided into segments and committed to.

With David's help, we got a good deal on a photo booth. The boy scouts will be doing the games. We are still looking for a face painter.

At least ten people are needed in the beer tent during the busy times; the class for serving beer is being held on August 8<sup>th</sup> at 9am at Camp Eastman. We may need a second training.

Our goal for selling tickets is to sell ten tickets apiece.

Can the fundraiser be publicized in other libraries? Terry will take care of this. We should also advertise in the free newspapers, City, Freetime, etc. Mike can do targeted Facebook posts and use social networking.

(Discussion of children's area and activities)

A foundation meeting to firm up all details of the fundraiser will be held on August 13<sup>th</sup> at 7pm.

**Friends Liaison Report:** The Friends annual meeting went very well. People were very interested in learning about the library. Thanks are extended to Stephanie, Terry and John for speaking at the annual meeting. Thanks also to Summit Federal Credit Union for contributing to the Summer Reading Program kickoff. The Friends involvement in the BBQ fundraiser is being discussed. The Friends are working with Amy Holland on 'Dig Into Science', a science program for the summer reading finale.

**Foundation Report** : No report.

**Town Board Liaison Report** : No report.

**Old Business:** IPL handbook has been tabled.

Discussion of the open clerical supervisory positions; one circulation supervisor at Evans and one processing supervisor at McGraw. If the positions are filled from within we can start them without losing man hours and save \$10,000 a year in salaries. (Discussion of how this will work within the 2014 budget). We are also in desperate need of new PCs. A rough draft of the budget will be done before the next meeting.

**New Business:** Shirts for the staff: It would cost about \$1000 for either a t-shirt or polo shirt with an embroidered logo for all staff. The money would come out of the board account.

Motion made to purchase one t-shirt or polo shirt with the library logo for the entire staff and board members to be paid for out of the trustee account. Motion carried. The staff will have the option of having the phrase 'Build It' on the back of the shirt. The order needs to be done before August 24<sup>th</sup>.

Library Hours: The library branches will remain open on Saturday, August 24<sup>th</sup> during the library fundraiser.

New Library – Next Steps: The town board workshop agenda should be monitored.

A SEQRA study has been completed and we have signed as not being interested in being lead agency.

**Board President's Remarks:** We have a ton of work ahead of us for the next few months. Thank you for the tremendous amount of work you have done.

**Adjourned:** 8:56pm

Respectfully submitted,

Eileen Hayes-Power

For Board Secretary Miriam Ganze