

Irondequoit Library Board of Trustees  
Monthly Meeting  
45 Cooper Road  
Minutes of August 21, 2013

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

**Excused:** Miriam Ganze, Karyl Mammano

**Others Present:** Terry Buford, Library Director; John Perticone, Town Board Liaison; Ann Ryan, Friends Liaison; Wolodymyr Pylyshenko, Honorary Trustee, Karen Hultz, Manager McGraw Branch

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

**Agenda:** Approved

**Public Input:** None

**Board Correspondence and News:**

**Approval of Board Minutes:** Date correction needed under Board Planning. Approved with amendment.

**Vouchers:** Approved

**Director's Report:**

**Irondequoit Public Library  
DIRECTOR'S REPORT  
Wednesday, August 21, 2013**

**1. Library System News**

- MCLS has announced there will be no increase in member cost shares in 2014.
- Members have agreed to electronically share information on patrons who have been banned from MCLS locations for misbehavior.
- I met with Patricia Uttaro and Brie Harrison of MCLS to bring them up to date on the new library project.
- I will again participate on the team that evaluates MCLS member applications for construction grant money. To participate one must be a director of a library that did not apply. Due to the lawsuit and delay of our project we could not apply so I am qualified.

**2. Town News**

- The schedule for 2014 budget events has been released. Our initial budget request is due to the town on August 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.

- The presentation about the new library by the IHS summer school students was excellent. WISD Superintendent Crane and Town Supervisor D'Aurizio were among the audience who were treated to thoroughly researched, multi-media presentation on the student's perspectives on services and amenities desirable in a modern public library.
- I attended a workshop with Supervisor D'Aurizio and Board President Squicciarini on dealing with building projects, architects and contractors.

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

- No major building problems to report but both buildings continuing to experience minor plumbing, electrical, door and window problems.

### **4. IPL Personnel Report**

- Jennifer Barth, Teen Services Librarian at Evans Branch is leaving to take an Adult Services Librarian at the Henrietta Public Library. Congratulations to Jen and best wishes. Jen has been an extraordinary librarian and tireless worker for the IPL. She will be missed by her colleagues and our residents!

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

- Vouchers of interest from the August 2013 list: #245, Ebsco, for magazine and newspaper subscriptions for one year for both branches; #256, Monroe Piping, for the repair to the rooftop unit that caused the roof to leak at Evans.
- Financial report: As of July 31 we are 58% of the way through the fiscal year. On the income side we are on target with fines, at 64% of miscellaneous and only slightly behind on copier charges. On the expenditure side we are at 51.5% with salaries at 56%.

### **6. Press Releases Sent**

- Board meeting announcement

### **7. Meetings and Events**

July 18 - IHS summer student meeting  
 July 18 - Chamber of Commerce event  
 July 22 - Patricia Uttaro and Brie Harrison  
 Aug 1 - Farmer's Market  
 Aug 5 - Workshop on Buildings, Architects and Contractors  
 Aug 6 - Library Foundation  
 Aug 7 - John Mihalick of Tech Logic  
 Aug 8 - Cassie Guthrie of Pioneer Library System  
 Aug 9 - HIS Summer Institute presentation  
 Aug 13 - Library Foundation

Aug 14 - Town Board workshop meeting  
Aug 15 - Farmer's market  
Aug 15 - IPL management team

Terry Buford

**President's Report:** - I would like to wish Jen Barth well in her new job and thank her for her dedication to the teens of Irondequoit.

-We've gotten some questions about the fundraiser, the first one regarding a lack of vegetarian choices on the menu and the second one regarding what other kid's activities will be available at the fundraiser. Mary Ellen answered the second question.

-A Facilities workshop was attended by Terry, Stephanie and Mary Joyce. The workshop was given by Brie Harrison from MCLS and was very insightful.

-Thank you notes were sent to sponsors of the fundraiser from the library board.

-A report about the fundraiser was given at the Town Board meeting.

**Committee Reports:**

Board Planning – Elaine has scheduled five people. The board will have the cover letters and resumes ahead of time.

By-Laws – Report given under New Business.

Contract Negotiations – No report

Facilities – No report

Social Media/Community Relations – No report

Budget – Report given under Old Business

Communications – No report

Director Evaluation – No report

Fundraising – Report given under New Business

**Friends Liaison Report:** -The Friends are sponsoring the fundraiser at the \$100 level.

-There will be a book sale at the fundraiser and the Friends will oversee the kid's area.

-On September 6 and 7 there will be a book sale at McGraw. This sale replaces the outside tent sale. The bus tour with the town historian will be held on October 5<sup>th</sup>.

-Four board members from the Friends will be going to Niagara Falls for the NYLA conference.

**Foundation Report:** We received 2 additional bills from the spring campaign from Tipping Point. This matter will be looked into further.

**Town Board Liaison Report:** The town board is in the middle of the budget process at this time. There are some reserves in the budget this year which might help.

**Old Business:** -IPL Handbook tabled

-2014 Budget – Proposal put forth to go to the Town Board meeting and ask for an increase. A \$71,000 increase would go for COLAs and the building and operating budget. The library is very overdue for new computers.

Plan put forth to reduce the workforce by one position which would save \$40,000 to \$45,000. We would also abolish a full time position and fill it with two part time positions. (A sheet comparing the numbers at other large MCLS libraries was passed out to the board members along with a sample desk schedule and clerk's off desk duties.) 2014 Library Budget proposal approved.

**New Business:** Donations Policy – I (Elaine Cole) move that we add an addendum to our library donation policy of 2007 that a gift of \$500 or more will be given to the foundation during a capital campaign. Motion approved.

-Library Board By-Laws – Reviewed by-laws for wording/grammar corrections. Discussion followed on how by-laws can be beneficial to the board and the organization. This discussion will continue at next month's meeting.

-New Library: Next Steps – A meeting with Dave, Marcy and Mike is needed to finalize everything for the fundraiser. Discussion followed on last minute arrangements for fundraiser. People *must* have a wrist band to be served beer. There will be a final meeting on Friday, August 23, 2013 from 6 to 8 pm.

**Board President's Remarks:** Motion made to go into a brief executive session to discuss the current library litigation. Motion approved.

Board voted to go into executive session at 9:40 pm to discuss current litigation.

**Adjourned:** 9:45 pm

Respectfully submitted,

Eileen Hayes-Power  
For Board Secretary Miriam Ganze