

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of September 18, 2013

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

Excused: Jack Herrema

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

Meeting Called to order: 7:00pm

Agenda: approved

Public Input: None

Board Correspondence and News:

Maggie Brown sent us a copy of her excellent letter to the Post. I thanked her. This website containing an article about a bookless library was received from Charles DiSalvo. I told him I would pass it on to the Board at the 9/18 meeting. <http://nation.time.com/2013/09/13/a-bookless-library-opens-in-san-antonio/>

Miriam Ganze

Approval of Board Minutes: Amendments: Page 3, President's report re: facilities report given by MCLS, Brie Harrison. Last page, new library next steps: meeting reference was to BBQ and Blues, not the new library. Adjourned into executive session at 9:40 and adjourned at 9:45. As corrected moved, seconded, approved.

Vouchers: D. Heffer appointed to sign vouchers as acting Board Treasurer. Of note: #278, Doyle Security, for alarm system monitoring and maintenance for both branches for the entire year; #281, GovConnection.com, for printers being integrated into, among other things, custom messaging to patron that will include the purchase price of the material checked out. Moved, seconded, approved.

Director's Report:

Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, September 18, 2013

1. Library System News

- I met with the MCLS Construction Grant review team. It was a slim year for requests and although the team approved all submitted requests about \$180,000 of the money earmarked for MCLS projects will go unclaimed. 2013 would have been an excellent year for us to submit a request if our project had not been delayed by the lawsuit. The team recommended that the following projects be funded: New roof and HVAC at RPL Wheatley Branch, new door, windows and automatic door opener at RPL Arnett Branch and a 600 sq. ft. addition to the Brockport library for a local history room.

2. Town News

- Police Chief Richard Boyan is retiring. He has been an excellent colleague and very supportive of the library. We will miss his good humor, enthusiasm and willingness to work with us on any security issues that arise.
- Next budget event is the Budget workshop with the town board on Tuesday, October 8 at 7 pm.

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

- We are currently canvassing the Librarian I list for Jennifer Barth's replacement.
- We are currently doing the civil service paperwork for the Senior Clerk promotions.

5. Financial/Statistical Report Highlights

- Vouchers of interest from the September 2013 list: #278, Doyle Security, for alarm services for both branches for the whole year; #281, GovConnection, Inc, for one receipt printer.
- Financial report: As of August 31, 2013, 67% of the fiscal year has elapsed. In revenue we are on target in library charges and at 75% in miscellaneous income which is \$3,500 over projections. Our staff is working extra hard to

generate as much revenue as possible. I want to salute Paula Marra and Kim DiPietro who run the Evans Branch lobby sales and the volunteers running the McGraw Branch lobby sales for their efforts in making this big number possible. In total expenditures we are at 60%.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

Aug 23 – Proposed library budget submitted to Comptroller

Aug 24 – BBQ and Blues fundraiser

Aug 29 – Budget meeting with Supervisor, Comptroller and HR

Sept 5 – IPL Management Team

Sept 12 – Town Library Director's Council

Sept 12 – NYS Library Construction Grant review team meeting

Terry Buford

President's Report: Trustees must give adequate notice to President about not attending a meeting to avoid quorum problems. Thanks to Jack Herrema and Mary Ellen Jones for their hard work on the BBQ. Thank you to Miriam Ganze for her humor and her dedication to the Board. We have been receiving letters of support for the nomination of Karyl Mammano for the Irondequoit Chamber of Commerce Citizen of the Year award.

Committee Reports:

Board planning- 2 interviews on Tuesday the 24th, 3 on Wednesday the 25th. Potential questions will be circulated before Tuesday's interviews.

Contract negotiations – no report

Facilities - no report

Social media/community relations – no report

Budget – see old business

Communications - report attached

Director Evaluation - no report

Fundraising-BBQ and Blues made a modest profit. Suggestions for next year: use less print, more social media; need more presold tickets; big sign at Camp Eastman ahead of time; more exhibitors. Consider late on Friday and end earlier on Saturday. Move the photo booth to later in the day. Separate beverages from Alex's food. Another follow up meeting with Mike Spang is scheduled. A gift certificate for Mike would be an appropriate thank you; Foundation will buy it.

Vision committee--meeting tomorrow with Mike Kennerknecht and Mary Joyce D'Aurizio, Supervisor.

Friends Liaison Report: - Ann Ryan reported that the Friends had very positive comments on their presence at the BBQ; raised \$61 for each branch. \$633 was raised at the Sept. book sale, 1/3 to each branch, 1/3 to the Friends. Bus tour is Oct. 5; more people want the afternoon bus than the morning. Afternoon is close to sold out. Ads are coming in for the book. Halloween party Oct. 24 at Evans; must preregister. Helping librarians plan a New Year's party at McGraw, family friendly event, starting around 6:00 til 1:00 a.m. Funds raised from fee will be used to support children's services.

Foundation report: Thanks to Jack Herrema and Mary Ellen Jones for their hard work on the fundraiser. Next meeting September 23. Need a new financial expert to advise us. Motion to transfer \$3000 in donations that were deposited in the Board account, into the Foundation account. The donors intended these funds to go to the Foundation. Moved, seconded, approved. \$7280 in Chase Capital account; \$11,000 in unrestricted funds. Shirts costs just over \$1000 to be paid from unrestricted funds.

Town Board Liaison Report: Medley Centre: all taxing entities met. Congel has to cut grass, fill potholes and demolish 3 buildings. Congel did not have a contract for demolition. He is in default with his lender so there is a large lien against the property. Next milestone is January 31. I-Square is in front of the planning board for outdoor performing space.

Old Business:

Budget: 2014 budget has money for new computers that we need. Applying \$30,000 out of our fund balance to revenue lines as we did last year. Dropped the materials budget back to where it was last year. 1.5% pay raise for staff. Increases in retirement, employee health care, retiree health care. Not filling

both vacant part time positions for now but possibly can fill 1. Tuesday Oct. 8th, budget workshop meeting with the Town Board.

Library Board By Laws: Attached. Moved, seconded, approved.

Patron conduct: MCLS has a policy governing disruptive patrons. New policy would allow member libraries to ban problem patrons from the entire library system. Moved, seconded, approved.

MCLS member contract for 2014: Moved, seconded, approved.

Next steps: Vision committee meeting Thursday the 19th.

Adjourned: 9:35 pm

Respectfully submitted,

Elaine Z. Cole, Acting Secretary