

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

Trustee Members Present: Stephanie Squicciarini, Jack Herrema, Elaine Cole, Mary Ellen Jones, Fran Manion, David Heffer, Joe Genier

Excused: None

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

Meeting Called To Order: 7:00 pm

Agenda: Approved

Public Input: None

Board Correspondence and News: Fran Manion was reappointed by the town board last night. Town Board meetings will be moving to Thursday nights. We received an email from Joe Sproule offering his help with the new library project. We should consider sending a letter from the board to the Irondequoit Post next week. Josie Pancione sent thank-you cards to Stephanie and Jack thanking them and the other board members for all their hard work towards a new library.

Approval of Board Minutes: Approved with one abstention.

Vouchers: Approved.

Director's Report:

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

1. Library System News

- The increase in the maximum number of ebooks a customer can have checked out as well as the number of holds that can be placed on ebooks has been very well received by our patrons. January is a time of heavy ebook use. Many folks who received ebook compatible devices as a holiday gift will be looking to their library for ebook borrowing instead of buying ebooks. Ebook sales have actually slowed in 2013 but are still increasing.

2. Town News

- I continue to attend meetings with John Perticone, Larry Heininger, Patrick Meredith and Supervisor D'Aurizio to review information from prospective engineers, architects and construction managers.
- The Irondequoit Art Club held a successful arts and crafts sale at Evans Branch
- The Genetaska Women's Club held their annual bake sale and raffle at Evans Branch and raised money for the Wounded Warrior project.

3. IPL News / Facilities report

- No major building problems to report but both buildings continuing to experience minor plumbing, electrical, door and window problems.
- DPW managed to get the warped windows at the Evans Branch to close. They also figured out that bent latches were the problem and bent them back to their original positions rendering them much easier to operate.
- The McGraw HVAC system needs a new hot water recirculation pump. Cost is approximately \$1,500. Without it the rear portion of the building has no heat.

4. IPL Personnel Report

- The vacant part-time clerical position at Evans Branch has been filled. Michelle Beechey, a resident, library user and library school student will begin work January 2nd.

5. Financial Report

- Vouchers of note: #375, MCLS, the second of our two annual cost share payments; #387, Southpaw Designs, for the banners at the branches and the overlays for the town hall sign; #388, Tipping Point, for 4 monthly service payments plus some minor out of pocket expenses.
- Financial report: As of November 30, approximately 92% of the fiscal year had elapsed. We have collected 99.26 of our projected revenue. We need to collect \$13, 570 in December to meet our revenue goals. I am projecting that we will come up approximately \$3500 short of that goal as December is a slow month for the library. We have expended 79.2% of our projected expenses with an unexpended balance of \$381,000. However, we still have a number of large expenses still unpaid for 2013. Among them are ½ the MCLS cost share, several monthly payments to Tipping Point and some NYS retirement payments.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

Nov 26 – Architect’s presentations

Dec 11 – Library project presentation

Terry Buford, Library Director

President’s Report: Re: a contribution to St. Kateri at Christ the King. Dave Heffer moves to donate \$500; seconded by Joe Genier. Approved.

Committee Reports:

Board Planning: Fran Manion and Joe Genier will need official board training. A training session will be held in the spring.

By-Laws: No report.

Contract Negotiations: No report.

Facilities: No report.

Vision Committee: Mike Kennerknecht would like to meet in January to debrief and discuss the web site.

Communications: The Yahoo account was silent following the vote.

Director Evaluation: A suggestion was made to have the Town Supervisor’s evaluation statement added to the director evaluation.

Fundraising: Short discussion of preparations for the next ‘Barbecue and Books’.

Friends Liaison Report: The Friends helped with the vote; the feedback on I-Square’s account was almost all positive.

The Friends attended the Chamber meeting dinner/award ceremony. It was a very nice tribute to Karyl. The New Year’s Eve party may not happen; it will be decided on by Friday. We may reschedule it for another date.

The Friends would like to make it clear that they don’t want to take over the library’s lobby book sales when the new library opens.

Foundation Report: There will be a meeting tomorrow night. We have two more new board members. We are working on getting the fund balance back up. We are expanding the board from five to seven members. The Foundation has received more donations in memory of Karyl.

Town Board Liaison Report: The report will be given in New Library – Next Steps.

Old Business: No report.

New Business: Gifts for volunteers: A motion was made by Joe Genier to approve a total of \$200 for gifts for library volunteers, seconded by Fran Manion; motion carried.

New part time clerk: A motion was made by Dave Heffer to approve the hiring of Michelle Beechey as a part time clerk, seconded by Stephanie Squicciarini; motion carried.

Library Board meeting dates: A motion was made by Joe Genier to keep the library board meetings on the third Wednesday of the month, seconded by Fran Manion; motion carried.

New Library-Next Steps: Seven firms were invited to submit designs for the new library. Two firms have risen to the top. We have short listed the architects. We will try to get a site and civil package out early. Steps should be taken now in preparation for moving the library materials.

Discussion of where extra money for the new library will come from.

The blog component on our website can be used to keep things moving forward; keeping people engaged and excited about the new library and finding out what they want in a new library.

Board President's Remarks: Merry Christmas and Happy New Year.

Adjourned: 8:28 pm

Respectfully submitted,

Eileen Hayes-Power for Board Secretary Elaine Z. Cole.