

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of January 15, 2014

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

Excused:

Others Present: Terry Buford, Library Director; Ann Ryan, Friends Liaison; John Perticone, Town Board Liaison; Barbara James, IPL Foundation.

Meeting Called to Order: 7:00 pm

Agenda: Approved

Election of Officers: The by-laws indicate that a presidential term can be extended if the trustees vote to do so. Motion put forward to extend Stephanie's term as president; approved. 2014 officers:

President: Stephanie Squicciarini

Vice President: Mary Ellen Jones

Treasurer: Fran Manion

Secretary: Elaine Cole

Public Input: None

Board Correspondence and News: Terry received an email from a gentleman who had previously sent an email to Mary Joyce regarding his concern about the horse shoe pits. Terry responded that we don't know at this time if the pits will be moved but the horseshoe pits are welcome on the library campus. We received a Christmas card from Scott Piper at Harris Beach.

Approval of Board Minutes: Approved

Vouchers: Approved

Director's Report:

Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, January 15, 2014

1. Library System News

- MCLS will be adding Consumer Reports to the roster of free databases. Patrons will be able to access all Consumer Reports content online at the library or remotely as part of the three year deal we recently negotiated with them.

- All member library boards agreed to the system banning policy for dealing with ill-behaved customers who roam from branch to branch wearing out their welcome.

2. Town News

- I attended my first town staff meeting with the Supervisor Bello. Staff meetings will be every other Monday morning at 9.
- To summarize changes at the town hall that I am aware of: The Development Department is being restructured after the departure of Larry Heininger. The new town assessor is Enza Mineo. The new town attorney will be Laura Smith of Harter Secrest. Supervisor Bello's assistant is Sarah Culp. She will also be in charge of Constituent Services.

3. IPL News / Facilities report

- No major building problems to report but both buildings continuing to experience minor plumbing, electrical, door and window problems.
- We've had a few problems with snow removal. Patrick Meredith of DPW has worked diligently with me to get them ironed out.
- We are struggling to get the automatic door machine at Evans repaired. Apparently there are few vendors willing to work with us. I have a long list of unreturned calls and failures to follow through.

4. IPL Personnel Report

- Michelle Beechey, a resident, library user and library school student began her new part-time library clerk position at Evans in January. All funded, vacant positions are now filled.

5. Financial Report

- Vouchers of note: #395, Anthony Electric, for repair of malfunctioning security lights at Evans; #420, Tipping Point, November and December charges and out of pocket expenses.
- Financial report: We are now in the closeout process for the 2013 fiscal year. On the revenue side we came up \$5800 short in projected revenue mostly due to an 8% shortfall in library fines and fees. On the expense side the budget report shows a 10.5% or \$190,000 remaining balance. This does not take into account our \$21,000 in invoices paid at this meeting. Also remaining to be paid is our final retirement payment which could eat up as much as \$140,000. It is possible that we will manage to stay within budget for 2013 but we won't have a clearer picture until next month. Where did we economize successfully? We saved on salaries, due to the departure of certain personnel and eventual appointment of less expensive replacements. We saved on utilities and HVAC repair costs.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

Dec 18 – McGraw Branch Christmas party

Dec 19 – Library architect selection meeting at town hall

Jan 6 – Staff meeting town hall

Jan 8 – MCLS Director's Council meeting at RPL

Jan 9 – Vision Committee

Jan 9 – Meeting with Tech-Logic a library technology company

Terry Buford, Library Director

President's Report: I attended the Chamber of Commerce luncheon; there was a good turnout. Adam recognized the library and answered questions about the Medley Center. The Board should try to attend more community events.

The Libraries Trustees Association newsletter was given to Fran.

Committee Reports:

Board Planning: David Heffer and Elaine Cole will remain on the committee.

By-Laws: Elaine Cole remains on this committee.

Contract Negotiations: Stephanie Squicciarini and Mary Ellen Jones will remain on this committee and be joined by Fran Manion.

Facilities: Terry Buford will remain on this committee and be joined by Joe Genier.

Vision: Mary Ellen Jones, Stephanie Squicciarini, and Terry Buford will remain on this committee and will be joined by Fran Manion.

We met with Mike last Thursday; he gave us a list of the assets created during the campaign, i.e. facebook, twitterfeed, website, google voice account, etc. John Scalzo and Craig Marasco will take over the maintenance of these sites. These assets are necessary for fundraising. We need to talk to Mike about keeping the domain names. Mike is willing to help us with quick additions or one-time items.

Budget: Approved 2014 budget has been submitted.

Communications: this committee has been eliminated.

Director Evaluation: It was suggested that the Director Evaluation be done in March. Proofs of

documentation will be brought to next month's meeting.

Fundraising: Mary Ellen Jones and Jack Herrema will handle events for the committee. Elaine Cole, Bud Birchard and Miriam Ganze will handle broader based community fundraising.

Friends Liaison Report: The Friends gave a presentation to the Webster board today.

Michelle Beechey will take over membership for the Friends.

Last month, the Friends board decided against having another 'walk' and will be planning a different event, perhaps a 'trunk sale'.

Several members of the Friends have decided they would like to investigate further the running of the library's book sale.

The Friends would like to continue having a library board member liaison with the Friends board. Elaine and Mary Ellen will cover this.

Foundation Report: A meeting was held last night. Sue Bonkowski has become a new board member; we are still looking for an additional active member. We elected Rob Smith as our new treasurer. We will meet with Mike from Tipping Point on Friday regarding the foundation's website. Our next meeting will be held on February 10th.

Town Board Liaison Report: The town will recognize the Girl Scouts next month.

The procurement policy states that the selection committee must consist of the comptroller and the attorney.

We will interview Christa Construction, LeChase Construction and The Pike Company for construction manager. Passero Associates, SWBR Architects and Clark Patterson Lee have been short listed as the architects. Decisions will be made on the day of the interviews and a special board meeting will be held to announce the final choices before the end of the month. Our in-house engineering firm will handle the site and civil package.

Old Business: None

New Business:

Board Accounts Policy: We currently do not have guidelines as to how the money in the board account can be spent. A corporate checking account is needed.

We need approval to renew our membership with the Chamber of Commerce; renewal approved.

New Library – Issues needing attention:

Meeting room policy: Discussion ensued of what meeting room policies will be put into effect in the new library. Elaine and Stephanie will research such questions as: will a meeting room donator be charged for the use of the room?; Can Irondequoit nonprofits use a meeting room for free while other nonprofits are charged?; will there be rooms that will not be allowed as meeting rooms for the public?

Staff realignment and scheduling: We will need to reassign duties to some staff members. No civil service changes are anticipated.

Sunday hours and compensation: Discussion ensued concerning implementation of Sunday hours at the new library.

Holidays and Festivals on the campus: All will continue on campus. It is too soon to decide on our role but we should keep participation in the events in mind.

New Library – Next Steps: Discussion ensued about many aspects of the new library, especially regarding donations for construction costs.

Board President's Remarks: No final remarks.

Adjourned: 9:23 pm

Respectfully submitted,

Eileen Hayes-Power, for Board Secretary Elaine Cole