

Irondequoit Library Board of Trustees  
Monthly Meeting  
45 Cooper Road  
Minutes of March 19, 2014

**Trustee Members Present:** Stephanie Squicciarini, Joe Genier, Jack Herrema, David Heffer

**Excused:** Fran Manion, Elaine Cole, Mary Ellen Jones

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

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

**Agenda:** Approved

**Public Input:** None

**Board Correspondence and News:** Terry had a conversation with Armita Lewkowitz in the Evans Branch regarding a coffee shop in the library. She was negotiating with I-Square to run their coffee shop operation. She was interested in doing both but wasn't sure if her negotiations with I-Square would be successful.

**Approval of Board Minutes:** Tabled due to number of board members present. The spelling of Kathy Nixon's name must be corrected.

**Vouchers:** Approved

**Director's Report:**

**Irondequoit Public Library**  
**DIRECTOR'S REPORT**  
Wednesday, March 19, 2014

**1. Library System News**

- The MCLS system wide subscription to Consumer Reports online is now available. All Consumer Reports content is now available online in the library and remotely.

**2. Town News**

- Construction meetings continue every Wednesday morning at 9.
- Town board will recognize the Girl Scouts for their get out the vote campaign at the Town Board meeting on Thursday.

- The Town Board meeting will be held at the East Irondequoit Middle School, 155 Densmore Road, 14609, due to the town hall elevator being out of order.

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

- The Vargas Associates inventory takers have been to both branches and their reports will be issued soon. Vargas is the interior design consultant for Passero Associates. They are analyzing collections, evaluating existing furniture and preparing estimates for the sale of what is left in the branches after moving.
- I broke the library staff up into teams and assigned each team a service or staff area of the library to investigate. Each team is visiting other libraries and consulting the professional literature. They will each submit reports with specific recommendations for what their assigned section should be like in the new library. This will go to the architects and interior designers along with the community and library board input. Interior design has not yet started other than attempts to assign square footages to each section of the building.
- The Coffee with the Chief program Tuesday morning at Evans went well. Customers seemed very happy with the chance to have an informal chat with Chief Tantalo and The Chief seemed happy with the turnout. He wants to do the same program at McGraw sometime soon.

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

- We were closed on Wednesday, March 12. Supervisor Bello declared a town wide state of emergency at around 9 AM and ordered that all non-essential town employees so we did not open that day.

### **5. Financial Report**

- Vouchers of note: #44, Alliance Door & Hardware, for repairs to the McGraw Branch front door and opener; #53, Terry Buford, for reimbursement of 2 items charged to my credit card, renewal of ownership of libraryproposal.com and related URLs and for web hosting of the library's web page for one year; #68, Monroe Extinguisher, for annual inspection and repair of fire extinguishers and safety lights at Evans Branch.
- Financial report: As of the end of February approximately 16% of the fiscal year has elapsed. We've expended 14.4% of our budget and collected 14% of our self-generated revenue.

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

- Board meeting announcement

## 7. Meetings and Events

Feb 20 – Vision committee with Supervisor Bello  
Feb 20 – Town Board  
Feb 25 – New Library Public Engagement Meeting  
Feb 26 – Construction meeting  
Feb 26 – Meeting with Branch Managers and Acquisitions Librarian  
Feb 27 – Toured Gates, Brockport, Pittsford and Webster with architectural design team  
March 3 – Department heads meeting  
March 5 – Construction meeting  
March 6 – Construction meeting review of plans  
March 12 – Construction meeting  
March 18 – Coffee with the Chief at Evans Branch

Terry Buford, Library Director

**President's Report:** I met with part of the construction team on February 26. They have three different general footprints to look at.

I had an email from Ann Burns from HIP with good ideas.

The February 25<sup>th</sup> forum went great; it was very energizing.

I owe the Friends an apology for not thanking them more for all they did.

I had a letter regarding the board's sponsorship of The Friends Fun Fest and Trunk Sale. Motion to increase our sponsorship this year to \$250. Motion approved.

### **Committee Reports:**

Board Planning – No report

By-Laws – No report

Facilities - Discussed in Next Steps

Contract Negotiations – No report

Budget – No report

Fundraising – I met with Matt Gray of Alex's Place in Batavia. He will provide up to six signs or posters for the barbecue. I have submitted an application to Wegmans. Mike is convinced that radio and TV is the way to go for advertising.

There will be a meeting with all fundraisers at the Volunteer Ambulance on April 23<sup>rd</sup>.

Director Evaluation - Tabled due to number of board members present.

Vision – No report

**Friends Liaison Report:** The Friends thank the board for their sponsorship of the Friends Walk. The Friends attended the West Irondequoit High School Wellness Fair. It was quiet but informative and enjoyed by the people who were there. We will have a mini book sale at the East Irondequoit Garage Sale on March 29<sup>th</sup>.

**Foundation Report:** We had a monthly meeting on March 10<sup>th</sup> and talked about the case statement. It is still being worked on; however, most of the wording is there. We talked about the barbecue with our new members. We signed the contracts for the Saturday night entertainment. The headliners contract was incorrect and sent back. Friday night's contracts will also be signed. We are still trying to nail down vendor booths. We talked about having vendors inside the tent. It would be possible to have 24 spaces on both Friday and Saturday. The fee for a booth would be \$150. \$125 would go to the foundation and \$25 would go to the Chamber.

Mary Joyce D'Aurizio will join the Foundation board. We will formally vote Mary Joyce in at our April 22<sup>nd</sup> meeting. Mirko will now officially retire. He will be given an honorary trustee position. I have charged our treasury to help us develop a financial control policy.

**Town Board Liaison Report:** Tomorrow's meeting has been moved to Densmore Middle School at 7:00 pm because of repairs to the town hall's elevator. We closed the town's books on 2013; it was very good for the town budget. We will start the CDBG grant.

**Old Business:** New Library - Issues needing attention:

Construction grant: the process of the grant was explained to Joe Genier.

Meeting room policy and reservations : We are considering altering our fee structure. We would like an automated reservation system. Discussion ensued about possible meeting room policies.

Staff realignment and scheduling: Not addressed

Sunday hours and compensation: Short discussion of issues regarding how to schedule and pay people who work on Sundays.

Holidays and Festivals on the campus The town is working hard to realign how vehicular and pedestrian traffic will work on the new campus, including festivals, the farmer's market and other special events.

**New Business:**

Food Cupboard Proposal: As a thank you to the community or a grand opening celebration we could have a fine amnesty for bringing in overdue materials. Overdue fines could be paid down with food donations. This would make a fresh start for the new library.

Used Book Sale in the New Library: We are continuing to discuss this. We are leaning toward continuing as is with volunteers to run it.

Reminder Calls to Trustees: Anne Boring would like to continue the service of making reminder calls to the board members.

Library Planning Review: Be state education law, we need to have a long range plan in place. The review was last updated in 2010. New library feedback from the community would be perfect for this long range planning document.

Mission Statement: We may need a more vibrant mission statement. We may be able to get some key words for the mission statement from feedback from the community. Any ideas or thoughts can be sent to Stephanie's email.

Check for Tipping Point Invoice: An invoice for \$37 from August was not paid. This has been paid out of the board account.

New Library – Next Steps: At today's meeting with designers and engineers, they estimated the building we want will be 41,200 square feet. We will know the cost for this next Wednesday. Discussion ensued on possible changes to the building, parking, traffic patterns, etc.

**Board President's Remarks**: No remarks

**Adjourned**: 9:00 pm

Respectfully submitted,

Eileen Hayes-Power  
For Board Secretary Elaine Cole