

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of April 16, 2014

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

Excused: David Heffer

Others Present: Terry Buford, Library Director; Diane Stark, Friends of the IPL, John Perticone, Town Board Liaison, Wolodymyr Pylyshenko, Honorary Trustee

Meeting Called to Order: 7:00 pm

Agenda: Approved

Public Input: None

Board Correspondence and News: No new mail in Board Yahoo account.

Approval of Board Minutes: February minutes approved with the correction of the spelling of Kathy Nixon's name. March minutes approved by a majority of those present in March.

Vouchers: Approved

Director's Report:

Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, April 16, 2014

1. Library System News

- The MCLS contract with CARL/TLC expires at the end of next year. MCLS is assembling a team to study state of the art ILMS systems to determine if it is time to switch or stay with CARL/TLC. MCLS asks our ILMS to do some things most library systems don't require. Due to those requirements, the selection of a new IMLS is an intricate process as we must insure any new vendor can carry out the customization we require.

2. Town News

- Construction meetings for the new library continue every Wednesday morning at 9.
- Meetings between the library staff and the new library design team happen about every two weeks. The staff has been very enthusiastic and willing to discuss and examine every aspect of our operation and how it relates to building design in an open and non-territorial manner. The design team and the staff seem to be enjoying the experience and the design team has

been very effusive in their praise of the staff's willingness to participate in the give and take necessary to formulate a workable design.

- Groundbreaking ceremony is Wednesday, April 23 at noon on the town hall campus.
- All trustees and the director must fill out and return the Town Ethics Committee financial disclosure report by the May 15 deadline.

3. IPL News / Facilities report

- It has been a quiet month for library building maintenance issues.
- Estimates for purchasing and financing new PCs for both branches are coming in right on target for our 2014 budget.
- The library staff building design teams have submitted their reports and they are in the hands of the professional design team.
- The library staff is actively promoting the FFF, Friends Fun Fest by wearing buttons while on public service duty and talking it up with library patrons. Friends have set up tables in the branches to promote the event and sell raffle tickets.
- Evans Branch staff suggested we collect the seeds from the sunflowers planted by the front door last summer and sell them as a fund raiser. Library Clerk Paula Marra led the efforts, created and printed seed envelopes and we are now selling IPL sunflower seeds.

4. IPL Personnel Report

- I have been holding informal discussions with veteran employees who have previously indicated that their retirement date may be approaching. As the design of the new library evolves we will better understand what staff changes we may need to make to serve the customers in an efficient and effective manner in a new setting. Retirements can be a sad time as we say goodbye to those who have served. They can also be an opportunity to re-configure the library staff to operate the new library without causing any hardship to current staff and save personnel costs at the same time.

5. Financial Report

- Vouchers of note: #88, Dell Computer, for Symantec anti-virus software license annual renewal; #107, Thyssen Krupp Elevator, for quarterly elevator safety inspections at both branches.
- Financial report: As of March 31 approximately 25% of the fiscal year has elapsed. On the revenue side of the budget we have accumulated 93.3% of our revenue. In the revenue area we control we are just slightly behind pace at 23% for Miscellaneous Income and 23.44% for Library Charges. On the expense side of the budget we have expended 21.13% of our operating budget.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

March 19 – Construction meeting
March 19 – Library Board meeting
March 26 – Construction meeting
March 26 – Irondequoit Kiwanis
April 1 – Meeting with library management team and acquisitions department
April 2 – Construction meeting
April 9 – Construction meeting
April 15 – Staff meeting with design team

Terry Buford, Library Director

President's Report: I attended the town board meeting last month where the Girl Scouts were acknowledged. It was a great seeing them get recognized for all the hard work they did. I have been trying to attend staff design meetings. The staff is working hard on all the different design issues.

I met with Ann Ryan. She is stepping down as president of The Friends of the Library. I sent her an email thanking her again for her service. (A thank-you card was passed around for the board members to sign.) I propose making a donation to the Friends in honor of her service and giving her a personal gift. Motion made to donate \$100 to the Friends in honor of Ann. Approved.
Motion to purchase a gift certificate to a local restaurant for Ann in the amount of \$100. Approved.

Committee Reports:

Board Planning: In terms of planning, should we think about David resigning a month early to allow time to fill his vacancy?

By-Laws: No report

Facilities: This report will be given in New Business under New Library: Next Steps.

Contract Negotiations: No report.

Budget: No report.

Fundraising: We need to determine a price for booth space. We have interested businesses. Discussion of price to charge for booth space followed. \$125 for both nights was decided upon. Non profits will be free. Save the date cards will be sent out. Contracts have been sent to Alex's and Nancy's. Wegman's requested and was sent an event summary. There will be a Tot Lot and a Spray Park for kids at the Barbecue. A grand prize of a cruise or vacation for two is being considered.

Director Evaluation: Postponed.

In the fall we would like to redo the director evaluation to bring it up to date. This would be a chance to do an evaluation form that will give the director a chance to work towards the future. It could also serve as a job description for the next director.

Vision: No report.

Two new committees have been added; Long Range Planning and Policy. Terry Buford and Fran Manion will serve on the Long Range Planning committee. Stephanie Squicciarini and Terry Buford will serve on the Policy committee.

Friends Liaison Report: The Friends Fun Fest tickets have been selling for the last couple of weeks. \$600 worth of tickets have been sold so far. Everything is in place for the Fun Fest. Food vendors will be included. There will be a fee of \$50 per day for vendors. Diane will advocate for the library at the farmer's market.

Foundation Report: There will be a meeting on April 22nd.

Town Board Liaison Report: The town will pass a resolution tomorrow night for having alternates on the planning board. A second resolution will be put forward to rescind the PILOT for the Medley Center.

Old Business:

Mission Statement: Samples of other library mission statements were passed to the board members. Elaine, Stephanie and Fran will write up a new mission statement for discussion.

Library Planning Review: The used book sale will continue to be run by staff and volunteers.

New Business:

Accepting Starter Checks: Motion made to no longer accept starter checks from patrons. Approved.

Approve Purchase of New PC's, Res. #04-16-14-1: Approved by unanimous yes vote.

Approve Financing of New PC's, Res. #04-16-14-2: Approved by unanimous yes vote.

New Library-Next Steps: Discussion of costs of changes to town hall campus.

Discussion of when to start a capital campaign.

Display and explanation of preliminary floor plans for the new library to the board members.

Board President's Remarks: No remarks.

Adjourned: 9:40 pm

Respectfully submitted,

Eileen Hayes-Power

**EXTRACT OF MINUTES OF MEETING OF THE IRONDEQUOIT PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPTING A RESOLUTION AUTHORIZING PURCHASE OF REPLACEMENT PCs FOR THE LIBRARY
BRANCHES**

At the regular meeting of the Library Board Town of Irondequoit, Monroe County, New York held at the Pauline Evans Branch, 45 Cooper Rd, in said Town of Irondequoit, on the 16th day of April 2014, at 7:00 P.M. local time; there were:

PRESENT:

Stephanie Squicciarini	Library Board President
Mary Ellen Jones	Vice-President
Elaine Cole	Secretary
Francine Manion	Treasurer
Jack Herrema	Trustee
Joseph Genier	Trustee

Trustee _____ SQUICCIARINI _____ offered the following resolution and moved its adoption:

WHEREAS, it is necessary to purchase new library PCs for public and staff use; and

WHEREAS, a quote from Hewlett-Packard Public Sector Sales for 65 Hewlett-Packard PCs (Model QV996AV) and 1 Hewlett-Packard notebook computer (Model Probook 6470b) has been obtained and is approved by a purchase order using NYS contract pricing available on New York State Contract for Microcomputer Aggregate Buy contract #PT65350-NYAG12; and

WHEREAS, funding for the 2014 lease payment is available in account 005-7410-9785-6051

NOW, THEREFORE, BE IT RESOLVED, that the Library Board authorizes the purchase of 65 PCs and 1 notebook computer for the total amount of \$31,638 from Hewlett-Packard Public Sector Sales.

This resolution shall take effect immediately upon adoption.

Seconded by the Library Board Member _____ MANION _____ and duly put to vote, which resulted as follows:

Library Board President Squicciarini		voting	___ YES ___
Library Board Member Jones		voting	___ YES ___
Library Board Member Cole		voting	___ YES ___
Library Board Member Manion		voting	___ YES ___
Library Board Member Heffer		voting	___ ABSENT ___
Library Board Member Herrema		voting	___ YES ___
Library Board Member Genier		voting	___ YES ___

**EXTRACT OF MINUTES OF MEETING OF THE IRONDEQUOIT PUBLIC LIBRARY BOARD OF TRUSTEES
ADOPTING A RESOLUTION AUTHORIZING PURCHASE FINANCING OF REPLACEMENT PCs FOR THE
LIBRARY BRANCHES**

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Mary Ellen Jones	Vice-President
Elaine Cole	Secretary
Francine Manion	Treasurer
Jack Herrema	Trustee
Joseph Genier	Trustee

Library Board Member _____ COLE _____ offered the following resolution and moved its adoption:

WHEREAS, it is necessary to provide financing for the purchase of 65 new PCs and 1 new notebook computer, consistent with the plans in the 2014 operating budget of the library; and

WHEREAS, authorization to purchase the PCs and notebook computer was previously provided by Library Board Resolution 04-16-14-1 and is approved by a purchase order using NYS contract pricing available on contract # PT65350-NYAG12; and

WHEREAS, written quotes were received from several firms which provide financing with the lowest cost quote that of First Niagara at a rate of 3.225%; and

WHEREAS, funding for the 2014 payment is available in account 005-7410-9785-6051

NOW, THEREFORE, BE IT RESOLVED, that the Library Board authorizes Library Director Terry Buford to sign a contract for financing of the purchase 65 PCs and 1 notebook computer in the total amount of \$32,647.35 with First Niagara.

This resolution shall take effect immediately upon adoption.

Seconded by the Library Board Member _____ JONES _____ and duly put to vote, which resulted as follows:

Library Board President Squicciarini	voting	___ YES ___
Library Board Member Jones	voting	___ YES ___
Library Board Member Cole	voting	___ YES ___
Library Board Member Manion	voting	___ YES ___
Library Board Member Heffer	voting	___ ABSENT ___
Library Board Member Herrema	voting	___ YES ___
Library Board Member Genier	voting	___ YES ___