

Irondequoit Library Board of Trustees  
Monthly Meeting  
45 Cooper Road  
Minutes of May 21, 2014

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

**Excused:** None

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

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

**Agenda:** Approved

**Public Input:** None

**Board Correspondence and News:** Stephanie reported that the board email account received emails from a patron who wanted to know about the conference rooms in the new library and whether they were sound proof. I apologized for the lateness of my response and explained the general plan and usage of the conference rooms.

A Girl Scout leader wants to coordinate with us to have Girl Scouts and Boy Scouts write grants for projects for the new library. I told her we would brainstorm for ideas. Some suggestions are: planting trees or raising money to plant trees, a grand opening celebration, landscaping or tour guides for the new library.

We received an email from someone connected with the Newport Yacht Club who would like to hold a fundraiser. I will reach out to her and get more information.

**Approval of Board Minutes:** Correction to last month's minutes: Under Board Correspondence and News it should read, No new email. Minutes approved with correction with one abstention.

**Vouchers:** Approved

**Director's Report:**

**Irondequoit Public Library**  
**DIRECTOR'S REPORT**  
Wednesday, May 21 2014

## 1. Library System News

- Eileen Reidman, an Irondequoit resident, is retiring in June after many years of service on the MCLS Board of Trustees.

- We are currently working on a system contract with a vendor to provide the capability to patrons for printing from wireless devices. We currently do not offer this.
- The Director of the Greece Public Library, Bernadette Foster, is retiring next month.

## **2. Town News**

- Construction meetings for the new library continue every Wednesday morning at 9.
- Site work progressing on town campus. Trees occupying the building site have been cut down and those on the perimeter have been saved. Very little comment from the public on the tree removals.

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

- Bonnie Peterson, the leader of Girl Scout Troop 60132, reports that the girls held a car wash on Saturday, May 17 as a joint fund raiser for The Sunset house and the Library. They raised \$188 to be split between the two institutions!
- We've had some door and lock issues at both branches this month.
- New PCs have arrived and are being readied for rollout. Replacing patron PCs will be the top priority.

## **4. IPL Personnel Report**

- Nothing new to report in changes to personnel.
- Some of the cumbersome paperwork needed for Monroe County Civil Service has been streamlined and can now be filed online. This is a big improvement that both simplifies and speeds the process of dealing with the Civil Service system paperwork.

## **5. Financial Report**

- Vouchers of note: #136, MCLS, for E-Books; #137, MCLS, UMS, for collection agency fees; #138, MCLS, for member library semi-annual cost share payment.
- Financial report: As of April 30 we are 33% or 1/3 of the way through the fiscal year. On the revenue side of the budget we have received 94% of our total budgeted revenue. We are at 31% for miscellaneous income, 30% for library fines and fees and 25% for copier. On the expense side we have expended 29% of our budget. We are at 33% for salaries.

## **6. Press Releases Sent**

- Board meeting announcement

## 7. Meetings and Events

April 16 – Construction Team  
April 16 – IPL Librarians  
April 16 – Library Board meeting  
April 23 – Construction meeting  
April 23 – Groundbreaking  
April 23 – Fund raising team  
April 28 – Town staff  
April 30 – Construction team  
May 5 – Conference call with Tech Logic  
May 7 – Construction team  
May 7 – Fund raising team  
May 13 – Met with First Niagara agents to survey buildings for town insurance review.  
May 14 – Construction team

Terry Buford, Library Director

**President's Report:** Board training is available through MCLS. An email was sent out with this information.

I attended the Friends Fun Fest with Mary Ellen. It was great fun. The vendors were very happy and would be interested in doing it again.

The groundbreaking for the new library on April 23<sup>rd</sup> was amazing. Many people turned out even though it was raining. Afterwards Mary Ellen, Joe, John and I met with Passero Associates to discuss concerns with design. They addressed all our concerns. Following that meeting we decided we do not want the green plant wall.

I met with the Fundraising Capital Campaign team. Fundraising report will have an update about that meeting.

I hope good communication between the design team and the library board will continue to happen.

### **Committee Reports:**

**Board Planning:** We will put our needs before the town board in July or August.

**By-Laws:** No report.

**Facilities:** No report.

**Contract Negotiations:** This report will be given during New Business.

**Budget:** Adam wants us to talk about specific goals. We will address this in August.

Fundraising: The team decided on \$50 and \$75 for the price of booth rentals. The booths will be 10 x 10 with table and chairs. Electricity is provided. The police think we may not be certified to serve alcohol and we may need to retake the class. The food contract is in the mail. Miriam had a plan to invite local teen bands to the barbecue. (Consensus is not to do this at the barbecue.) We will have a booth at the town 4<sup>th</sup> of July celebration for publicity for the barbecue. Discussion of contracts signed for bands and sound crew. It is felt we will need a parking staff. Mary Ellen and Fran will meet with Ellen Warren on May 28<sup>th</sup> to discuss private grants.

Director Evaluation: Tabled until next month when all evaluations will be in.

Vision: Stephanie requested that the Supervisor have regular meetings with her. She's still waiting to hear back on that request.

Policies: Nothing new to report.

Long Range Planning: Nothing new to report.

**Friends Liaison Report:** We will be operating by consensus for the next three months. We will then have an election. We are seeking new board members and leaders, especially from the people who stood out at the Fun Fest. Our next Friends meeting is on May 27<sup>th</sup> at McGraw. Our annual meeting will be on June 24<sup>th</sup> at 5 o'clock at Evans.

**Foundation Report:** Elaine met with the printer who had great ideas. He directed her to a graphic designer named Mike. She met with him on Monday and was very impressed with him. Once the graphics are complete, the packets can be done within 2 ½ weeks. Two hundred and fifty copies will cost \$2500.

A discussion followed on the process of keeping community donations organized and up to date along with a discussion of insurance for donations, banks to be used for depositing donations, and whether money needs to be moved to finance the campaign.

**Town Board Liaison Report:** Tomorrow night the State of the Town will be given at 7 pm. As of May 10th the first PILOT was pulled from the Medley Center. Now it has to be reassessed for tax rolls.

Clean up Irondequoit was held on May 10<sup>th</sup>. About 100 people participated. The Boy Scouts and Girl Scouts were involved.

The plan for the 4<sup>th</sup> of July festival layout is done. The team did a good job with it.

A discussion followed regarding the need for a letter of agreement between the town, the Foundation and the library and how incoming grant and donation money will be handled.

**Old Business:** A copy of the new Mission Statement was handed out to board members. A motion to accept the new Mission Statement was seconded and approved.

**New Business:**

**Staffing the New Library Report:** An analysis was provided to the board members of our current staffing and hours and what we will need in the future. Examples were cited on how reference desks could be differently staffed in the new library. Some clerks could be promoted to library assistants. A discussion followed along with a discussion of a security system.

Library Salaries Review Report: Terry talked to Beth about salaries and positions at the town hall. She sent a pay range sheet with white and blue collar salaries which was handed out to the board members. The salary comparisons requested from the Town were to prepare for contract negotiations that will begin sometime in 2015. This sheet was to compare salaries paid at the library. Discussion of salaries followed.

New Library – Next Steps: The Site and Civil bid and the Foundation package bid were approved. The Foundation package will be started on the 7<sup>th</sup> of July. The Site and Civil will begin within the next two weeks.

Discussion followed of electric, security system, interior design details and cost factors.

Board President's Remarks: The next board meeting will be held on June 11<sup>th</sup> and will include an executive session.

**Adjourned:** 9:23 pm.

Respectfully submitted,

Eileen Hayes-Power  
For Board Secretary Elaine Cole