

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of June 11, 2014

Trustee Members Present: Stephanie Squicciarini, Mary Ellen Jones, Elaine Cole, Jack Herrema, David Heffer, Francine Manion, Joseph 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, adding July 4th celebration to New Business.

Public Input: None

Board Correspondence and News: Neighbor of D. Heffer requested outdoor play area for children in new library. This is included in the plans.

Approval of Board Minutes: As corrected, approved.

Vouchers: Of note: #159 Goodman carpet cleaning; #168, Stanley Tech, repair to McGraw front door. Approved.

Director's Report:

Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, June 11, 2014

1. Library System News

- The MCLS Board has been struggling to make quorums at many of their meetings and is seeking new trustees. Trustees must be approved by the Monroe County legislature.
- We are experimenting with offering streaming video and audio to patrons through our ebook vendor OverDrive.
- RPL is opening a Digital Learning Lab for teens at the Bausch & Lomb library building downtown.

2. Town News

- Construction meetings for the new library continue every Wednesday morning at 9.

- Site work progressing on town campus. Trees stumps will be removed, land will be graded and underground work dealing with water, gas, electricity and data will begin. Although it may appear that not much is happening this is not the case as much of it is happening under the ground.

3. IPL News / Facilities report

- Girl Scout Troop 60132 presented me with a check for \$94 for the library building fund. They raised the money with a car wash at the United Church of Christ and donated half the proceeds to the library and half to the Sunset House.
- The new PCs we are currently installing have a smaller footprint than the older ones we are replacing. This may help slightly in easing the crowded conditions for PC users at the branches.
- It was McGraw Branch's turn for front door problems this month but they have been repaired.

4. IPL Personnel Report

- Nothing new to report.

5. Financial Report

- Vouchers of note: #159, Goodman Janitorial, for supplies and rental of machines to clean carpets at both branches; #168, Stanley Access Tech, for repairs to the McGraw front door and closer.
- Financial report: As of May 31, 41% of the fiscal year has elapsed. In revenue we have collected 93% of our projected revenue with \$135, 816 left to be collected mostly in library generated categories where we are still slightly behind projections. Miscellaneous income is at 42% but Copier and Library Charges are both at 36%. On the expense side we are at 37% of the budget expended. We are on target with salaries at 41% but well under budget in all the other large categories.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

May 21 – Construction Meeting
May 21 – Friends meeting w/ T. Dalton and C. Hamil
May 21 – Library Board

May 27 – Town Campus shared services meeting
May 27 – Girl scouts check presentation
May 28 – Construction meeting
June 2 – Town staff meeting
June 3 – Meeting with Creative Library Concepts and Vargas Associates
June 4 – Construction meeting
June 4 – Fundraising meeting

Terry Buford, Library Director

President's Report: Spoke with Supervisor Bello; had a good meeting. T. Buford spoke with Adam re: staffing in the new building. Large tree to be cut down from which a carving can be made by an artist; Vision Committee will be working with Sarah Culp of town hall on this. Carving project will be publicized town-wide, soliciting ideas for the sculpture. Tipping Point received a PRism award for our campaign; prize not revealed yet. June 19th is the award ceremony. Mary Ellen and Stephanie will be there on our behalf.

K. Bahler, a former library volunteer, left 1/6th of her estate in trust for the library. Barbara James is the sole trustee.

Committee Reports:

Board Planning: No report.

By-Laws: No report.

Policies: No report.

Budget: Kick off meeting soon.

Vision: See President's report.

Long range planning: No report.

Facilities: No report.

Contract Negotiations: Will have attorney fees in the upcoming budget.

Fundraising: Baked goods booth will be included at the BBQ. Letters to donors for raffle prizes are going out now. Six foot banners to advertise the BBQ at the July 4th parade being provided by Alex's.

Director Evaluation: Tabled until next month.

Friends Liaison Report: Elaine Cole attended the May Friends' board meeting. Friends are providing breakfast for the staff training day on June 12. June 24th is the annual meeting. Friends will report on 2013 events. Terry will report on the new building.

Foundation Report: Case statement is due to be delivered to Jack by Saturday. Need to keep copies for grantors. Elaine contacted Mail Star about the direct mail campaign. Database should be available soon.

Town Board Liaison Report: Medley Centre PILOT has been pulled. Starbucks on Goodman at Ridge and Chipotle are awaiting bids from their contractors. Aldi's is now hiring contractors for the Hudson Ave. store.

Old Business: Library staffing: Terry looking at reports on hours that are busiest. He is looking to redirect the savings from retiring employees to replacement employees. Stephanie talked with Supervisor Bello about additional staff time managing the use of meeting rooms; might need more money for this in the operating budget. Need to work on policies re: booking the rooms.

New Business: 4th of July: Library board members will participate in the parade. Staff will be invited to participate with them. Miriam's email list will be contacted, too. Library will have a booth at the 4th; Mary Ellen will circulate a schedule to cover it.

New library: Joe Genier and Terry Buford circulated the architects' ideas for the inside. Work on the inside should begin in November. Meeting rooms, when combined, could hold about 200 people. Each room will have a project screen, with a large one in the room on the end. Coordination among all the parties involved in the building received high praise from Joe and Terry. Each stage of the construction work has to be tested; testing company contract will be approved at the next Town Board meeting. Work is under budget and on schedule.

Wood carving from the big tree that is going to be cut down could go in the atrium.

Board President's Remarks: Next meeting July 16th; executive session 6:30 for Director's review.

Adjourned: 9: 10 pm.

Respectfully submitted,

Board Secretary Elaine Cole