

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

Trustee Members Present: Stephanie Squicciarini, Mary Ellen Jones, Elaine Cole, Jack Herrema, David Heffer, Francine Manion.

Excused: Joe Genier, John Perticone

Others Present: Terry Buford, Library Director; Theresa Dalton and Ann Bayley from Friends of the IPL.

Meeting Called To Order: 6:35pm. Went into executive session to discuss director evaluation; adjourned executive session and entered public session at 7:15.

Agenda: Approved

Public Input: None

Board Correspondence and News: attached with President's Report

Approval of Board Minutes: Approved.

Vouchers: Approved.

Director's Report:

**Irondequoit Public Library
DIRECTOR'S REPORT
Wednesday, July 16, 2014**

1. Library System News

- The MCLS is a beta test site for CARL's web based circulation module. This would allow us to offer library circulation services such as borrower registration at special events outside of the library.
- Brockport Seymour Library will drop the \$1 patron hold fee during the months September through December. Circulation will be monitored in an effort to see how hold fees affect circulation.
- RPL is exploring the installation of a Social Security Administration information kiosk in the central library.

2. Town News

- Construction meetings for the new library continue every Wednesday morning at 9.
- Work has begun on the 2015 budget. As one might anticipate the message from Supervisor Bello is that maintenance of effort with no tax increase is the goal. Departments anticipating

major changes in 2015 have been asked to meet with Supervisor Bello ASAP and due to the complications inherent in consolidating branches and expanding hours in 2015 we have a meeting with him on July 24 at 9 AM.

3. IPL News / Facilities report

- Our summer reading programs have kicked off for 2014. We have some kind of summer reading event or contest for every age of library patron.
- An intern from UB Library School, Nancy Cowan, is helping us crunch the numbers from the CARL reports to determine when the branches are busiest.
- Air conditioning out at Evans for one day. Problems with air handler and rooftop unit to blame.

4. IPL Personnel Report

- Nothing new to report.

5. Financial Report

- Vouchers of note: #174, Anthony Electric, for repairs to Evans emergency lighting and failed circuit breakers at McGraw; #183, Terry Buford, credit card payment to Bluehost for hosting of the library web pages for one year.
- Financial report: As of the end of June 50% of the fiscal year has elapsed. On the revenue side of the budget we are at 50% on miscellaneous income but at 41% of fine and fee revenue and 42% of copier revenue. On the expense side we are at 49% on salaries and 45.7% on overall expenses.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

June 11 – Construction Team
June 12 – Library Staff
June 13 – Library and town campus security
June 16 – Town staff
June 24 – IPL Friends annual meeting
June 25 – Construction Team
June 30 – Town staff
July 2 – Construction meeting

July 4 – Parade and Library Board booth
July 8 – Library management team
July 9 – 2015 Budget kickoff meeting
July 11 – New library drawings review

Terry Buford, Library Director

President's Report:

- Vision Committee met with Sarah Culp to discuss submissions of ideas for the sculpture to be carved out of the last tree that needs to be removed from the Town Hall Campus. The ideas were submitted to the artist with the intent to combine several components, to include many themes unique to Irondequoit, from all the different submissions. The final design concept will hopefully be announced during a planned Open House (to be scheduled by the Town) to reveal design plans to the Community in September. Stephanie will be sending out thank you letters on behalf of the Board and the Town to all who submitted. Letter is being finalized and proofed by Sarah Culp.
- All Board emails pertained to the submissions for ideas for the tree sculpture.
- Attended the construction meeting in Terry's place on June 18th.
- Attended the group design meeting on July 11th.
- Met with the Arts Council to discuss conceptual idea for Artistic Representation of Library Process. This will be further discussed under new business.
- Met with Zanne, I-Square Gallery Director, Irena Skrobach, Diane Stark from the Friends, and Sarah Culp to discuss the conceptual idea for the Artistic Representation of Library Process on July 10th.
- Marched in the 4th of July Parade with several staff members. Feedback was very positive.
- Staffed the library's booth at the 4th of July Festival.
- Worked on compiling comments for Terry's Annual Director Evaluation.
- Scheduled a meeting with Supervisor Bello and Vision Committee to discuss upcoming budget process.

Committee Reports:

Board Planning: No report.

By-Laws: No report.

Policies: No report.

Budget: Report next month.

Vision: See President's report.

Long range planning: No report.

Facilities: No report.

Contract Negotiations: No report.

Fundraising: BBQ: 28 letters seeking sponsorship, 1 received. John Perticone will work on construction vendors. One booth has been paid for so far; application is on-line. Miriam will do thank you letters. Bud Birchard is soliciting raffle prizes. About \$800 so far in ticket sales. Mary Ellen Jones working on volunteer sign ups. Signs are being put up around Town. Boy Scouts are interested in coming with their booth again. Contracts signed for entertainment. Radio advertisement will be \$4400. Linda Quinlan has volunteered to help with publicity.

Director's Evaluation: Done; needs a few corrections.

Friends Liaison Report: Terri Dalton reported that the Friends are eager to be cooperative with the Library Board. Starting a major membership drive in October. Ann Bayley will attend library board meetings regularly; Terri will try to attend frequently. The Friends are anticipating major fundraising activity.

Foundation Report: Software ordered.

Town Board Liaison Report: None

Old Business: Library staffing: Terry is optimistic about staffing costs in new building.

New Business: I-Square Gallery Director proposed a solicitation to document the building progress in various artistic media, such as painting, porcelain, etc. Stephanie met with the arts team, and a calendar documenting the process was talked about. Changeable, digitally printed panels behind the circulation desk are also a suggestion. Table the Tipping Point proposal as we do not currently have the money.

New library: Concrete pouring start next week. DPW employee parking is being built to free up construction worker parking by DPW building. Design team meetings every other week for the time being.

Board President's Remarks: Thanks to everyone for working so hard on the new library project.

Adjourned: 9:05 pm.

Respectfully submitted,

Board Secretary Elaine Cole