

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of August 20, 2014

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

Absent: Joe Genier

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

Meeting Called To Order: 7:02

Agenda: All approved

Public Input: Evans Youth Services Librarian, Matt Krueger opened with a recap of the teen summer reading program; there were over 120 volunteers, YA sign-ups tripled to 95 and program attendance doubled to 260. Matt would like teenagers to be able to sign up for a library card on their own, i.e. without a parent's signature. He cited other library's policies. After a discussion a proposal was made to change the current policy based on Matt's suggestions. All approved.

Board Correspondence and News:

- Terry received a call from a woman inquiring as to when she could buy old furniture from the library. She was told not until the new library was finished.
- Responded to emails about BBQ event, pertaining to vendor questions.
- Responded to a late email submission for the tree carving/sculpture project.
- Received a letter from Terri Dalton and the Friends regarding request for funds in lieu of doing a more aggressive membership drive. Referred letter to the Foundation.

Approval of Board Minutes: All approved.

Vouchers: All approved.

Director's Report:

Wednesday, August 20, 2014

1. Library System News

- Upgrades to the CARL circulation module coming on August 26. These can sometimes cause problems when first installed which would mean problems with checkouts and returns. We usually make sure we have a full complement of clerks available that day.

2. Town News

- Construction meetings for the new library have been switched to every other Wednesday morning at 9.
- Departments anticipating major changes in 2015 were asked to meet with Supervisor Bello ASAP and due to the complications inherent in consolidating branches and expanding hours in the last quarter 2015 we had a meeting with him on July 24 where we discussed his concerns with staffing, cleaning and maintaining the new library while delivering promised operating cost reductions.

3. IPL News / Facilities report.

- The sunflower seed sale at Evans netted \$300. This was the idea of Paula Marra, Library Clerk at Evans. We bought flowers and a cake to recognize her efforts.
- Both branches experienced heavy roof leaks from the torrential rains earlier in August. Due to the extended warranties we have they were both repaired at no cost. Staff covered affected areas with plastic drop cloths and replaced ruined ceiling tiles. We have become quite expert at this!
- Final day of summer reading was Friday, August 8.
- As recommended by Stephanie and Mary Ellen I donated 4 tickets and 2 posters from our BBQ fundraiser to a fundraising event for the wife of a long time library patron stricken with cancer. Her husband was quite grateful and promised to vigorously promote our BBQ fundraiser at his fundraiser.
- We have removed all paper products and flammable cleaning products from the boiler rooms at each branch at the request of our insurance company. Evans Branch flammables are now in my office. McGraw Branch flammables are distributed between processing and the branch manager's office.

4. IPL Personnel Report

- Minimum wage increases to \$8.75 January 1, 2015.

5. Financial Report

- Vouchers of note: #208, Anthony Electric, for replacement of failed circuit breakers at McGraw; #226, WB Mason, for office supplies. Mason is a new vendor we are trying out at the suggestion of Jack Herrema. They are fairly new to the area and hustling to find new business with amazingly low prices. We are comparing with our current vendors Staples, who have not offered the same high discounts they have in the past. We will see if mason continues to offer the lower prices.
- Financial report: With 58% of the fiscal year elapsed as of the end of July library finances are in good shape. We have expended 52% of our budget and are right on target at 58% of salaries. We are improving in revenue as we have surged ahead in miscellaneous income at 60% and at 52% for library charges and 53% for copier revenue with receipts from August, our busiest month still to come.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

July 21 – IPL Foundation meeting

July 24 – Preliminary budget meeting with Supervisor Bello

July 30 – Construction meeting

August 4 – Town staff meeting

August 13 – Construction meeting

August 14 – Evaluation with S. Squicciarini

Terry Buford, Library Director

President's Report:

- Attended Town Board meeting on July 17th.

- Attended Fundraising/Capital Campaign meeting on July 21st.
- Met with Terri Dalton, President of the Friends, on July 22nd. Main topics included relationship between Friends, Library Board, and Foundation. Agreed that we need to work on educating public on our different roles and responsibilities. Also need to make it more clear the delineation of different fundraising efforts.
- Attended meeting on July 24th with Vision and Budget Committees with Supervisor Bello to discuss upcoming budget process.
- Along with Mary Ellen and Terry, met with four boy scouts as part of their Citizenship in the Community Merit Badge. Discussed the new Library, the campaign, our public forums, and many thoughtful questions about the entire process.
- Participated in photo shoot with Library and Town Boards for ad promoting BBQ event.
- On August 7th met with Zanne Brunner, I-Square Gallery Director, Diane Stark from the Friends, and Sarah Culp from the Town to further discuss the conceptual idea for the Artistic Representation of Library Process, now called History in the Making and scaled back from original concept per Board discussions last month. Will give full report under old business. Additional meeting set for August 28th.
- Attended Comprehensive Master Plan Forum at Town Hall on August 7th.
- Delivered Terry's Annual Director Evaluation on August 14th.
- Also on August 14th, met with Miriam Ganze and Elaine Cole to discuss community level giving opportunities (book spines and giving tree). It was agreed to not launch anything at BBQ event. Discussion of different levels will be held with full fundraising and capital campaign team at next meeting.

Committee Reports:

Board Planning: David Heffer will serve as an honorary trustee after retirement from the board. Planning for Dave's replacement was tabled until the September meeting.

By-Laws: No report

Policies: Work is ongoing. A policy draft will be done by the end of this year.

Budget: Discussed under Old Business

Vision:

- Mary Ellen, Fran, Terry and Stephanie met with Supervisor Bello to discuss upcoming budget process. Identified budget lines that can be tweaked with last quarter of operations being in new library. Full report and discussion will be held under the budget agenda item.

- Stephanie sent out thank you letters on behalf of the Board and the Town to all who submitted ideas for the sculpture to be carved out of additional tree to be removed from Town Hall Campus. Additional email discussions were held after artist submitted draft concept sketch. Another meeting is scheduled for August 28th to fine-tune some details. Plan is still for final conceptual sketch to be revealed at open house about final library designs being planned for September.

Long Range Planning: Draft to be presented by November 1st.

Facilities: No report.

Contract Negotiations: Email sent to Edward Trevett, labor lawyer at Harris Beach.

Fundraising: Report submitted. We received approval from Wegman's but we did not receive the \$500 yet. A DJ from The Buzz (WBZA-98.9) will do a live broadcast from the BBQ. Still working on the final details for BBQ and Blues for Books.

Director's Evaluation: Fran Manion will be on this committee.

Friends Liaison Report: The Friends were pleased that the issue of compensation has been settled. They got wonderful cooperation from librarians at both library branches for the book sale at the BBQ.

Foundation Report: The Foundation held its annual meeting on August 13. It elected officers: Elaine Cole, Pres; Barbara James, VP; Sue Bonkowski, Sec; Robert Denny, Treas.

It approved a contribution to the Friends of \$2000 from BBQ and Blues for Books in lieu of their undertaking an expanded membership drive that might coincide with the capital campaign.

Barbara James will draft an endowment policy.

Town Board Liaison Report: Tomorrow night we will talk about the master plan at the public input, along with signs. We did a SEQR on ball fields. They will be off King's Highway. Zoning will be changed on the Ridge Rd library soon to facilitate sale.

Old Business:

Artistic Renderings for the New Library: Stephanie reported on the progress of this project. The board feels strongly that this is not the right time to take on this project.

Review and Approve 2015 Library Budget Proposal: The budget proposal package was presented to the board with an addendum regarding the raise in the minimum wage. A review and discussion followed.

New Business:

Review of Board Financial Position: The board's financial position was reviewed and discussed. A move was made to make a payment to the Foundation in the amount of \$1500 from the non-capital board fund account for the BBQ ad and the banners. All approved.

Approve Construction Grant Application: Application discussed and all approved.

New Library-Next Steps: General construction, electrical and plumbing bids are in. Landscape design and installation are the only remaining project.

Board President's Remarks: No remarks

Adjourned: 9:17

Respectfully submitted,

Eileen Hayes-Power for
Board Secretary Elaine Cole