

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of October 15, 2014

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

Excused: None **Absent:** Joe Genier

Others Present: Terry Buford, Library Director; John Perticone, Town Board Liaison; Carolyn Hamil, Friends Liaison

Meeting Called To Order: 7:00 pm

Agenda: All approved.

Public Input: Mark McBride, Director of Libraries at MCC. Mr. McBride is a new resident of Irondequoit and is very interested in the new library. He spoke briefly of the many different ways the libraries at MCC are used.

Board Correspondence and News: The board received mail from Stephanie thanking them for their gift to the Teen Book Festival in memory of her mother, Carol Curcio and also thanking them for their support.

An email was received from Julie Brubaker of the Girl Scouts concerning the grant they are applying for. This was discussed in the Director's Report. The Girl Scouts will participate in a community service project involving the library.

Approval of Board Minutes: With the correction of a typo, approved as amended with one abstention.

Vouchers: All approved.

Director's Report:

1. Library System News

- Our NYS Library Construction Grant application has been officially approved by the MCLS Board of Trustees. They have approved our award of \$366,163. The final step is approval by the NYS Library. Checks get distributed early next year.

2. Town News

- The proposed town government budget for 2015 includes a cost saving move of eliminating the job of director of Parks and Recreation and putting that department under the direction of the DPW. Many towns have already done this sort of consolidation.
- Our budget workshop with the Town Board was Tuesday, October 7 at 7 PM. I attended along with Trustees Squicciarini, Jones, Manion and Herrema. We explained our operations and needs. We addressed any misconceptions that may exist about the size and cost of the library workforce and demonstrated how, despite the handicap of two branches, we stack up very favorably against the other large town libraries in staffing numbers and costs.

3. IPL News / Facilities report

- The \$14,000 library state aid check has arrived and will be part of the financial report next month.
- Hold cards are now for sale at each branch. \$6 gets you 10 holds. They are selling well and should help boost the library miscellaneous income line starting next month.
- Having some problems heating sections of the McGraw Branch. Monroe Piping is investigating.
- We are working with the Girl Scouts on some new library projects. They include but are not limited to: repainting our older book carts and helping us with the stamping and relabeling of the collections.

4. IPL Personnel Report

- Minimum wage increases to \$8.75 on January 1, 2015. This represents a 9% increase for our pages in 2015.

5. Financial Report

- Vouchers of note: #286, GovConnection, content filtering software for wi-fi both branches; #295, MCLS, borrowable museum discount passes for library patrons.
- Financial report: As of September 30 we are 75% of the way through the fiscal year. On the revenue side of the budget we have 97% of our revenue in hand and are now exceeding projections on miscellaneous income (77%), 72% for copier and still lagging behind in library charges at 66%. On the expenditure side we have expended 65% of our operating budget. 74% in salaries, 54% of materials. Please take note of the \$23,000 overage in the workers compensation line, 8090. This is from the settlement with the injured building maintenance worker. I have been assured by Comptroller Sealy and HR head Beth Watro that at the end

of the year this will be covered by the money taken from the fund balance in 2012 for that purpose.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

September 19 – Visit McGraw, work reference desk

September 23 – Budget meeting with Supervisor Bello

September 24 – Construction meeting

September 26 – Visit McGraw, work reference desk

September 29 – Town staff meeting with Supervisor Bello

September 29 – Teach evening advanced internet searching class for 17 people

October 3 - Visit McGraw, work reference desk

October 4 – Work Saturday Evans Branch

October 7 – Budget workshop for Supervisor and Town Board

October 8 – Construction meeting

October 10 - Visit McGraw, work reference desk

President's Report: Nothing to report.

Committee Reports:

Board Planning: We will have upcoming personnel needs for the Foundation. Discussion followed regarding library board members being on the Foundation board.

By-Laws: No report.

Policies: A meeting room policy for the new library will need to be drafted by the end of the year. Terry will work with senior staff to come up with meeting room policies.

Budget: The budget will be discussed in Old Business.

Vision: The Vision committee met with the supervisor to discuss more of the budget topics. The meeting was very positive.

Long Range Planning: Fran has been searching for long range planning documents from other public libraries. Employee evaluations would be helpful. Everyone who is part of it should be able to see the document. A draft will be ready for the November meeting.

Facilities: No report.

Contract Negotiations: Negotiations could start as soon as January.

Fundraising: The cocktail party plans are going well. A presentation of the floor plan and furniture placement of the new library and color pictures of the entrance area will be shown. We met with Craig Wilson at 4:00 pm today. He will come up with drawings and ideas for us to look at, however, not for a month or more.

Director's Evaluation: No report.

Friends Liaison Report: We will have National Friends representation in both library branches next week. At the town board meeting a proclamation will be made declaring National Friends Week. We have thanked the legislators for their support. We will have representatives at the Friends Council next week.

Foundation Report: The BBQ and Blues fundraiser has two outstanding bills totaling about \$2000. We will have to buy an independent audit for about \$2700. There should be a meeting on the 27th or 29th of October to finalize the community level plan. Thank you cards for Stephanie's mother will go out today. We are working on not for profit status for bulk mail.

Town Board Liaison Report: Mary Ellen and Bud toured the neighborhood behind the new library to alert people to the zoning change. Zoning should be changed by January. We worked three long nights on the budget workshops. There will be no increase in the town this year. There will be a public hearing next month on the budget. Tomorrow night we will adopt the master plan and Adam will do a presentation on the budget. The two houses on Timrod Drive will be knocked down and a park setting put in their place. We are starting negotiations with blue collar. We will approve the pawn shop regulations tomorrow night.

Old Business:

2015 Budget Proposal – Update: The budget workshop with the town board went well. The handout showed that we are in line with other libraries. Everyone was complimentary on our operation.

MCLS Document of Understanding: A motion was made to accept the MCLS Document of Understanding. All approved.

New Business:

2015 Holidays and Close Dates: During the last third of the year we will be open on Sundays. This affects unpaid closed days. Motion made to accept proposed close dates. All approved.

Future of the BBQ and Blues Event: We held a long meeting with Mike and Matt. We propose that we have the fundraiser again, broadened to include more people than those simply interested in the library. A discussion was held after the question was raised of changing the date of the fundraiser. Consensus was that the fundraiser should not be held too close to the opening of the new library.

New Library-Next Steps: The second floor has been poured. The roof will go on next week. The floors will be done in a couple of weeks. Everything is going well. 99% of the construction will probably be done by the middle of July. I met with the landscape architect. She will come back with preliminary designs for us.

Board President's Remarks: I would like to thank Mary Ellen for leading last month's meeting. Thanks to the board, staff and Friends board for all your support and kindness.

Adjourned: 8:45 pm

Respectfully submitted,

Eileen Hayes-Power

For Board Secretary Elaine Cole