

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of November 19, 2014

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

Excused: None

Others Present: Terry Buford, Library Director; John Perticone, Town Board Liaison, Terry Dalton, President, Friends of the Library; Wolodymyr Pylyshenko, Honorary Trustee

Meeting Called to Order: 7:00 PM

Board Correspondence and News: We received a thank you note from the Friends for the \$2000 donation by the foundation.

We received a letter from The Literacy Volunteers of Rochester announcing an endowment from Wesley H. and Catherine Bahler to the Rochester Library. An event will be held on December 4th to which we have been invited.

Approval of Board Minutes: A correction is necessary in the Contract Negotiations Committee report. "Negotiations will start in January" should be amended to read "negotiations could start as early as January". All approved as amended.

Vouchers: All approved.

Director's Report:

1. Library System News

- Attended an MCLS sponsored presentation about the new Monroe County Office of Emergency Management's online information system. It will be activated when an emergency or crisis situation happens and all government officials can use it to receive the latest information on just about anything that could matter during an emergency. Although access to it was offered the consensus at the meeting was that town library directors do not really need access at his level. We already have a wide range of tools to determine conditions for closing and town officials who are already using this system would be more likely to use it to make decisions about town-wide responses to emergency conditions. Nonetheless, a very impressive tool.

2. Town News

- Supervisor Bello announced that a new library trustee is being sought and he wants to receive letters of interest about the opening. Deadline is December 15.
- The town government is planning some fun activities on campus soon. On December 7th at 4pm there will be the traditional tree lighting festival but this year it will be improved with many more children's activities. On January 31 there will be a Winter Festival. It is hoped to make this an annual event of eventually multiple days. An ice rink will be constructed on the front lawn of the town hall this winter if weather cooperates.
- The public hearing on the 2015 budget was held Thursday night in front of the town board. Most speakers seemed to think the town's overall plan was a sound one. Many speakers were upset with the proposal to eliminate the Parks and Recreation director position.
- White Collar Contract is settled and is about to be signed.

3. IPL News / Facilities report.

- Heating problems at McGraw have been resolved without the replacement of any major HVAC units.
- Interested staff toured the new building on Tuesday, November 11.

4. IPL Personnel Report

- Nothing new to report.

5. Financial Report

- Vouchers of note: #332, MCLS, for 6 months membership.
- Financial report: As of November 1, 83% of the fiscal year has elapsed. We have received 98% of our revenue but are still lagging behind in copier and fine revenue about \$7,000. On the expense side we have expended about 73% of our budget and have about \$470,000 left unspent.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

October 17 – Worked reference desk at McGraw, met with staff

October 22 – Library construction meeting

October 22 – N. Pelish, S, McLaughlin and I met with Girl Scouts about re-labeling project

October 24 – Worked reference desk at McGraw, met with staff

October 29 – Construction meeting with design team, town IT and MCLS / LAS

November 3 – Town department head meeting

November 5 – Construction team meeting

November 6 – Town board public hearing on 2015 budget

November 7 - Worked reference desk at McGraw, met with staff

November 11 – Library staff meeting and tour of new library

November 13 – Town library directors meeting in Pittsford

November 14 - Worked reference desk at McGraw, met with staff

November 17 – Town department head meeting

Terry Buford, Library Director

President's Report: Apology extended for the time confusion regarding the tour of the new library on November 11.

Mary Ellen and I met with Adam to discuss the board vacancies and moving forward with advertising for the vacancies.

The time is quickly approaching for the board to deliver treats to the staff for the holidays. December 15th through 18th was deemed to be the best time.

\$200 will be taken from the board account to pay for a breakfast and gifts to thank the volunteers for their service. All approved

Committee Reports:

Grants: Grants is a newly formed committee. Fran Manion and Mary Ellen Jones will be the members of this committee. They will meet with Terry after Thanksgiving for dollar numbers.

Board Planning: The advertisement has gone out for the vacancy coming up in January (David

Heffer's vacancy). The town will choose David's replacement as this is a fully expired term. David will be an honorary trustee. The library board will conduct interviews for the unexpired term vacancy (Elaine Cole's vacancy).

The Board Planning and By-Laws committees will be eliminated after tonight's meeting.

By-Laws: This committee will be brought back when needed.

Policies: Policies will be discussed under New Business.

Budget: The budget will be discussed under old business.

Vision: No report.

Long Range Planning: Draft copies of a long range plan were distributed to the board members. The plan has broad goals and a bank of objectives for each goal. These objectives can be modified. In January we should start thinking about a committee and the people who need to be on it.

Facilities: No report.

Contract Negotiations: Some union members were wondering if the contract can be extended. There are two roadblocks to an extension. The first is healthcare; the town is moving employees from the mid-level plan to the core plan. The second is Sunday work hours. Discussion followed.

Fundraising: Mary Ellen and Jack met with Adam to discuss numbers and the pros and cons of having another BBQ. Adam is not averse to our going forward with another BBQ. The owner of Alex's Place suggested that we have a ribs competition with a flat fee from the competitors. We could, perhaps, also change the name to eliminate the word 'books' so as to draw more people. We need to put out feelers and consider options and opportunities before making a decision. We will make a final decision by the next meeting.

We also discussed the grand opening of the new library. There will be a private opening the night before for contributors and then one for the town.

Director's Evaluation: Fran Manion is now a member of this committee. Elaine Cole and Dave Heffer will remain as ad hoc members.

Friends Liaison Report: The Friends are trying to get how we do things put down on paper for the benefit of future members. We are focusing on having policies in place. Carolyn and Terry went to the conference and came back with many ideas.

The date for the next Fun Fest is May 9, 2015. We are thinking of having a mini fundraiser in February. Carolyn went on line for data and demographic information about the town. She will present her findings at the Friends board meeting.

The Friends attended the Children's Book Festival and the Rotary's pasta dinner.

Elaine Cole and Mary Ellen Jones will continue to attend the Friends' meetings.

Foundation Report: Foundation report to the Library Board meeting Nov. 19, 2015.

The Foundation board met on Oct. 27, 2014. It approved moving \$200,000 of the Bahler bequest into an endowment at the Rochester Community Foundation, a/k/a/ The Community Fund. \$50,000 of this is available to the community level capital campaign in the form of a matching gift challenge.

The board approved the President executing the waivers for the Bahler estate interim accounting. Once all the not for profit beneficiaries sign their waivers, and the Attorney General's office signs off, the trust will distribute approximately \$107,000 more to the Foundation. No discussion yet on whether this will go towards the campaign or the endowment.

Foundation has qualified for the USPS not for profit bulk mail rate.

The community campaign expenses are: Printer: \$7700 (estimate)
Postage: \$1741.15
Mail house: \$9500 (estimate)

The major donor event cost \$349.87.

A press release has been prepared announcing the community campaign kick off.

Foundation members are being asked to approve the addition of John "Jack" Herrema to the Board.

Foundation President Elaine Cole to attend Friends board meeting to discuss future fundraising schedule.

Submitted by

Elaine Cole, IPL Foundation President

We received two checks for the library Foundation in memory of a deceased patron.

We have 300 to 400 leftover outer envelopes. These envelopes have an indication on them that says 'bulk mail paid by'... **Do not use one of these envelopes without putting a first class postage on it.**

Town Board Liaison Report: Tomorrow night we will approve the 2015 budget. The veteran's memorial is all set and will be done first thing in the spring. The town will have a winter festival with an ice skating rink sometime in January. The Lighting of the Tree will be held the first Sunday in December. The town is planning a new building at Camp Eastman and soccer fields. All the town playgrounds will be upgraded. December's meeting will deal with the zoning change for the new library. Some interest has been shown in the McGraw property. A broker will handle the sale.

Old Business:

2015 Budget Proposal Update: No changes from previous versions.

MCLS Document of Understanding: The MCLS board is collecting copies from all libraries and they will be signed and the signed copies sent out.

New Business:

Dealing with Rowdy Youths in the Library: Can these youths be banned from the library for a length of time? Answer: Yes. Also, a letter will be sent to the child's parents when the child is banned and the child must meet with the director before being allowed back in the library.

Meeting Room Policy: Ideas for the meeting room policies were included in the packets distributed to the board members. There will be no charge for tutoring rooms but a maximum must be set for occupancy. Right now the price for the meeting room is \$30 for non-profit organizations and \$50 for for-profit organizations. Discussion of use of and fees for the meeting rooms in the new library followed. New Library-Next Steps: Discussion on how the book sale will be run and by whom.

Board President's Remarks: We should do something in honor of David Heffer's service to the library. (A discussion followed. Suggestions were made and agreed to. All approved. To be paid from Board funds.)

Many thanks to Elaine for her tremendous service.

Happy Thanksgiving to the staff, the board and Friends.

Motion to adjourn. All approved

Adjourned: 9:42 PM

Respectfully submitted,
Eileen Hayes-Power