

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of January 21, 2015

Trustee Members Present: Stephanie Squicciarini, Mary Ellen Jones, Fran Manion, Joe Genier, Mark McBride, Jack Herrema

Excused:

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

Meeting Called To Order: 7:02 PM

Agenda: All approved.

Public Input: None

Board Correspondence and News: None

Approval of Board Minutes: Approved with two abstentions.

Vouchers:

Director's Report:

Irondequoit Public Library

DIRECTOR'S REPORT

Wednesday, January 21, 2015

1. Library System News

- The MCLS downloadable media service from Overdrive, our eBook and downloadable audiobook vendor now includes recorded music. Rock, country, jazz, classical, standards are all included. It is a small but growing collection.

2. Town News

- McGraw Branch property sale will be handles by CBRE (CB Richard Ellis) a very large and well known commercial real estate company. The town board approved it on January 15 and the next day CBRE people were touring the building in preparation for potential purchasers. .
- Irondequoit's first Winter Festival is on Saturday, January 31 from 12-4 pm.

3. IPL News / Facilities report.

- John Radesi and I met with Nate Stone to record a video tour of the progress on the new library building. We walked through the building and talked about what each general area would be used for and what residents could look for in terms of progress and improved library services. The video is still in post-production. I do not know when it will be available for viewing.
- I'm being asked to appear on the Channel 8 morning news show on Thursday, January 29 at 5:15, 6, 6:30 and 7. Are any trustees interested in joining me for the interviews?
- We hope to take up the task of selecting an IT consultant for the new building project in February.
- Advantage Federal Credit Union has come through with 400 purple tote bags with the library logo in one color.
- Teen Librarian Matt Krueger and I met with Doug Lauf principal of IHS. We discussed how to make students more aware of library services as well as opportunities for teen employment and volunteering. We also asked him to join us in thinking about strategies to make the new library accessible to students after school when we are no longer just down the street.

4. IPL Personnel Report

- Long-time library clerk Julie Segerson has retired. She was the embodiment of friendly and approachable customer service as well as efficiency and hard work. She is also a terrific baker. We will miss her very much!

5. Financial Report

- **Vouchers of note:** 2014 list: #378, Terry Buford, reimbursement for using my credit card for renewal of web hosting services from SquareSpace.com for library proposal website; #388 Monroe Piping, repairs to McGraw Branch HVAC discussed at previous meetings. January 2015 list: #16, Suburban Disposal, for monthly refuse and recycling service to 2 branches, new vendor.
- **Financial report:** Fiscal year 2014 is over but as you know we still have some work to do before the year can be closed out. Revenue came in at 98.95% of projections or a shortfall of \$19,890. This was almost all due to coming up short in Library Charges by \$17,239 as we continue to make it easier for patrons to avoid paying fines. On the expenditure side we have \$69,448 unexpended. Subtracting the \$20,000 the board authorized tonight still leaves us with a possible surplus of \$49,448. Although there may still be a few unpaid 2014 invoices to process for the February meeting it seems clear we will once again end the year with a small surplus to be added to our fund balance.

6. Press Releases Sent

- Board meeting announcement

7. Meetings and Events

December 17 – Construction meeting

December 17 – Record video tour of new library with Nate Stone and John Radesi

December 29 – Meeting with Mrs. Reidman, Mary Joyce D’Aurizio and Jack Herrema.

January 6 – Library move planning meeting with Fina Santiago of Vargas Associates

January 8 – Meeting with new trustee Mark McBride

January 9 – Meeting with Doug Lauf, IHS principal and teen librarian Matt Krueger

January 14 – Construction meeting

January 15 – Meeting with library managers about staffing of new library

January 15 – Chamber of Commerce luncheon and town update speech by Supervisor Bello

Terry Buford, Library Director

President’s Report: Thanks to Mary Ellen for leading the meeting last month in my absence.

Along with Terry and Mary Ellen, I met with Tamara Denysenko, President of the Ukrainian-American Community Foundation, Inc. to discuss a contribution for a display cabinet. This will be discussed further under New Business.

I attended the Chamber Luncheon that featured Supervisor Bello’s State of the Town presentation.

I communicated with Supervisor about Trustee appointment and then subsequently with Mark McBride, new Trustee.

I communicated with Fundraising Committee regarding Capital Campaign logistics. This will be discussed further under Fundraising Committee agenda item.

We received a thank you card from Eileen and a thank you card from the Evans staff for the holiday treats.

Committee Reports:

By-Laws: No report.

Policies: Policies will be addressed in Old Business.

Budget: No report.

Vision: No report.

Long Range Planning: Mark McBride will be added to this committee.

Facilities: This committee has been put back on the agenda. Joe Genier, John Perticone, Terry Buford and Mark McBride will work on this committee.

Contract Negotiations: No report.

Fundraising: We met with Mike Spang on Friday. There has not been a good response from the rib vendors yet. There may not be a raffle this year due to all the other fundraising in town right now. Rock 'n Ribs is being considered as the new name for the barbecue. We will have a final decision by February.

Director Evaluation: Fran Manion will remain on this committee with Elaine Cole as an ad hoc member. Mark McBride has been added to take David Heffer's place.

Grants: I met with Mary Ellen and Terry. We are working on prices of equipment. The grants have been divvied up. State grants that we applied for were not won.

Friends Liaison: The Friends would like to participate more in the fundraising effort. They could perhaps run the raffle.

The Friends have decided to have a small fundraising community event. The event will be a 'beat the blahs' game day called Igames. The event will be held on March 8th at the Firemen's Exempt on Thomas Avenue. We will specify that we are raising money for programs. Matt Krueger is designing a poster which will also be used on the tickets. There will be snacks and hot beverages and a bar. Matt also came up with the idea of a life size Candy Land game.

We are working on bylaws to simplify and modernize them.

Foundation Report: Jack Herrema has been appointed to the Foundation board. Discussion of capital campaign followed. If donors are going to be listed electronically the Foundation should list donors on the Foundation website. The library should not list them on the library website.

Town Board Liaison Report: Beth Watro has retired. Jason Vinette will fill her position.

The town will tackle the zombie homes in town. We will address foreclosures, etc.

We have hired the CB Richard Ellis Group to sell McGraw. They suggest we do a phase one on the building.

Old Business: Meeting Room Policy: I have been studying the meeting room policies of other libraries. A packet was handed out to the board members with a document listing important points on the new meeting room policy. Nate Stone from ICAT will be helping with a video for the new meeting rooms.

New Business: Renewal of Library Trustees Association Membership: The membership is \$225 per year and includes access to their website. The membership will be paid out of the library trustee account. All approved.

Renewal of Chamber of Commerce Membership: The membership is \$250 per year. Renewal all approved.

Paying for Chamber ad and tickets: Tickets cost \$50. Fran, Mark, Terry and Jack will get tickets. All approved.

Staffing Update on Retirees and Replacements: Due to the many upcoming retirees we will need to shift staffing for the new library for patron assistance. We will hire a part time clerk and promote some clerks to library assistants. Next month our IT person, Joann Briggs will be retiring. She will be replaced by a person on staff. We will also promote the circulation manager. This will save us a substantial amount of money. The full time union will shrink as well.

Appointing a new Friends Liaison: Fran Manion has been appointed as the new Friends Liaison.

Ukrainian Federal Credit Union request: They will make a donation to underwrite a display case.

New Library-Next Steps: Bids for furniture, fixtures and equipment will be out on the street the first or second week of February. We should get numbers by the first week in March. Delivery will take place in July or August.

We met with the landscape designers yesterday. The design is 95% there. The budget will be put out in the next four weeks. The installation bid is open to the public.

The Veterans Memorial placement will start as soon as the weather changes.

The new construction is going smoothly.

Replacing a Trustee who resigned during the term expiring 12/31/16: Motion to move to an executive session to discuss this issue. All approved.

Board President's Remarks: No remarks.

Adjourned 9:05 PM

Respectfully submitted:

Eileen Hayes-Power

For board secretary Mark McBride