

Irondequoit Library Board of Trustees  
Monthly Meeting  
45 Cooper Road  
Minutes of March 18, 2015

**Trustee Members Present:** Stephanie Squicciarini, Mary Ellen Jones, Fran Manion, Jack Herrema, Bud Birchard, Joe Genier

**Excused:** Mark McBride

**Others Present:** Terry Buford, Library Director; John Perticone, Town Board Liaison; Terri Dalton, Friends Liaison

**Meeting Called to Order:** 7:00 pm

**Agenda:** With the inclusion of a staff presentation and corrections; all approved.

**Public Input:** Synn Lymn McLaughlin, Evans Desk Supervisor, gave a presentation to the board of staff duties and what is being done to prepare for working in the new library.

Paula Marra gave a presentation to the board of the intricacies of running the book sale and the revenue the book sale brings in and what the book sale could be if it were run by a full time person.

**Board Correspondence and News:** We received a letter from The Friends regarding the board's sponsorship of the Fun Fest. A motion to sponsor in the same amount as last year, payable out of the board account was put forward. All approved.

**Approval of Board Minutes:** The minutes of January 21, 2015 were all approved. In the minutes of February 18, 2015, Karen Hultz's name needs to be corrected in the Director's Report and the agenda needs to be emended to read that the agenda was abbreviated due to weather and illness. Approval of the February minutes will be tabled until next month's meeting due to the absence of a voting board member.

**Vouchers:** Approved.

**Director's Report:**

**Irondequoit Public Library**

**DIRECTOR'S REPORT**

Wednesday, March 18, 2015

## **1. Library System News**

- Testing is nearly complete on the mobile version of CARL called CARL.Connect. Using it would allow us to do circulation and registration anywhere we have a portable PC, tablet or even a smartphone. Obviously the possibilities for us are almost endless. The Farmer's Market, school visits and almost any other outreach scenarios would all be greatly enhanced if we could register patrons and lend materials anywhere we go.

## **2. Town News**

- Preliminary closeout numbers for the entire town government in 2014 show revenues over projections, expenditures under projections and so a definite increase in the town fund balance.
- Good financial news for the town means our Moody's rating has been raised again, from A1 to AA3. This means we went from the highest of the medium grade, low risk ratings to the bottom of the high quality, very low risk ratings.
- Town Board is beginning a Good Neighbor Award program. The first award will be at the town board meeting on March 19. If you know of a resident who has helped out neighbors in a time of need and deserves to be recognized for it, nominate them. Just send an email describing the circumstances to [goodneighbor@irondequoit.org](mailto:goodneighbor@irondequoit.org)
- Town government is also starting an email newsletter called Inside I-Town. Think of it as the same information contained in Images only emailed directly to subscribers. To subscribe go to the town website [irondequoit.org](http://irondequoit.org) and click on the email logo in the upper right hand corner. They are also using MailChimp as we do.

## **3. IPL News / Facilities report**

- We are giving tours to many people interested in the McGraw property. About half want to knock the building down and some want to reuse it.
- The IT consultant for the new building project has been hired. It is Fusion Digital a local IT services company with extensive experience in libraries and MCLS including IPL..

## **4. IPL Personnel Report**

- No new report.

## 5. Financial Report

- **Vouchers of note:** To be added.
- **Financial report:** To be added.

## 6. Press Releases Sent

- Board meeting announcement

## 7. Meetings and Events

February 21 – Saturday Chamber of Commerce new library tour

February 26 – Meeting with local signage company at new library

February 27 – Interviews of IT consultant candidates at town hall

March 3 – Library management team meeting

March 4 – New library FF&E pre-bid meeting at town hall

March 5 - Library management team meeting

March 5 – Employee Assistance Program meeting at town hall

March 11 – Construction team meeting

March 11 – Potential donor meeting at new library

Terry Buford, Library Director

## **President's Report:**

President's Report, March 2015

- Responded to an email in our Board Yahoo account regarding job openings at the Library, referring them to Terry.
- Met with Terri Dalton, President of the Friends Board, to discuss ways to show how the three different Boards (Friends, Foundation, and Trustees) work on behalf of the Library.
- Met with Supervisor Bello regarding Capital Campaign fundraising efforts and a potential donor.
- Communicated with Board's attorney handling the employee contract negotiations trying to find an agreed upon date to start the process.
- Toured the Library construction site with Chamber of Commerce members on February 21<sup>st</sup> and a potential donor on March 11<sup>th</sup>.
- Met with Miriam Ganze, John Perticone, and Craig Wilson to discuss the Giving Tree design. Craig is the resident who is crafting the donor recognition tree.
- The committee reports and some of the teams will be changed.

### **Committee Reports:**

By-Laws: No report.

Policies: Policies will be discussed under Old Business.

Budget: No report.

Vision: No report.

Long Range Planning: An email was sent to Kerry Ivers and cc'd to Terry Buford. The supervisor has agreed to let Ms. Ivers work with us. A meeting will be set up to get a discussion going.

Facilities: No report.

Contract Negotiations: It is looking like initial negotiations will happen in April.

Fundraising: We have not decided whether to make a competition out of the Barbecue. We need competitors, at least three and it needs to be a two day event. We are not getting a good response from BBQ vendors. Mary Ellen, Bud, and Jack will meet to make a decision on whether to hold the BBQ. A yes or no vote on the BBQ will be held in April.

Donor recognition and open houses need to be planned.

Director Evaluation: The Director Evaluation committee will have new members working on it. They are Fran Manion and Mark McBride.

Grants: Elaine explained what kind of information the Grantors will ask for before approving a grant.

**Friends Liaison:** An advocacy event called 'Game Day' was held by the Friends in March. It was a lot of fun for everyone. No money was made but it was a good experience.

There was a discussion of how the three boards (Friends, Library and Town) work together with handouts of diagrams attempting to outline the roles of the different boards. A definition of what each board does needs to be refined.

**Foundation Report:** A discussion was held regarding the assets available to the capital campaign.

**Town Board Liaison Report:** A special event license will be approved at tomorrow night's meeting for the Friends. The town's books are being closed for 2014. The library did well. There are standard issues on the agenda for tomorrow night's town meeting.

**Old Business:** The meeting room policy has been tabled until next month. The EVanced system looks best for booking and event calendars. Features include scheduling a meeting room and paying online.

**New Business:** Amending the no smoking policy: The no smoking policy will be amended to include electronic cigarettes and any other electronic or non- electronic smoking devices.

Library customer service survey: Adam has requested that the question about taxes be removed from the customer service survey and that will be done.

Chronic bad patron behavior: An abusive patron has become more abusive and threatening over the past couple of months; both in person and on the phone. Motion to ban this patron from the property and stop taking phone calls from him for one year. All approved.

There was a discussion of naming rooms in the new library and how to preserve the legacy of the Evans and McGraw names: A suggestion of naming the floors 'Evans' and 'McGraw' was put forward.

New Library-Next Steps: Over 65% of the work is done on the new library. They will start applying the brick on Monday. There will be a meeting with Frontier and Time Warner tomorrow. The FF and E bids came in today. We received one good bid covering all thirteen groups. We need to consult with legal counsel regarding whether we can accept some bids.

**Board President's Remarks:** Thank you all for your passion and commitment.

**Adjourned:** 9:35 pm.

Respectfully submitted,

Eileen Hayes-Power for Board Secretary Mark McBride