

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of May 20, 2015

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

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

Meeting Called to Order: 7:00 pm.

Agenda: Approved.

Public Input: None

Board Correspondence and News: None

Approval of Board Minutes: March minutes approved with 1 abstention (Mark McBride). April minutes were approved with one change and with two abstentions (Mark McBride and Mary Ellen Jones).

Vouchers: All approved.

Director's Report:

Irondequoit Public Library

DIRECTOR'S REPORT

Wednesday, May 20, 2015

1. Library System News

- In case we have not mentioned this anywhere before: Former town supervisor Mary Joyce D'Aurizio is now a trustee on the Monroe County Library System board. She was appointed by the Monroe County Legislature.

2. Town News

- FF&E (furniture, fixtures and equipment) contract awarded to Sedgwick Business Interiors. Staff and I are working with them on specific needs.
- Fusion Digital, Time-Warner, Fibertech and other telecommunications entities are working out all the logistics related to IT in the new library and preparing the new building for MCLS and Wi-Fi connectivity.

3. IPL News / Facilities report.

- The IPL Board of Trustees now has a checking account at Chase linked to their own IRS EIN number instead of the town's EIN number. It was necessary to set this up because the State Education Department doesn't cut paper checks for deposit when awarding construction grant money. They will only direct deposit in an account linked to an separate EIN number granted to the public library receiving the award. This insures library control of all awarded monies and can be used for other grants and revenues that require direct deposit.
- Preparations for moving branches continue.
- FF&E meetings are being scheduled with Sedgwick and Vargas staff to finalize furniture decisions in children's and teen departments.
- Continuing to deal with minor plumbing, HVAC, door and window issues in current buildings.

4. IPL Personnel Report

- We are continuing to run our staff exchange with staff working at their non-home branch to get to know and work with their colleagues they don't see very often.

5. Financial Report

- **Vouchers of note:** Three separate payments to MCLS, #114, \$2,731 for eBooks; #115, \$1,701.90 for UMS Collection Agency services; #116, \$39,611.50 for our semi-annual member cost share payment.
- **Financial report:** As of April 30th the fiscal year is 33% complete. We have collected 93.95% of our revenue. In the critical library generated revenue categories we are doing moderately well. Miscellaneous income is 29.29%, Library Charges are 29.36% and copier income is 32.44%. On the expense side we are at 30.75% of the budget spent with 34% of the personnel budget expended.

6. Press Releases Sent

- Board meetings announcement

7. Meetings and Events

April 16 – Meeting with Teen Librarian and misbehaving teens

April 22 – Meeting with Fibretech Inc reps at new library

April 23 – Meeting with Caren Theodorakakos of Chase Bank

April 28 – Meeting with Kevin LaBarr and A/V engineers from Fusion Digital

April 29 – Presentation with S. Squicciarini at Rotary Club

May 4 – Department head meeting at town hall

May 4 – New library walkthrough with fusion Digital A/V engineers

May 6 – New library FF&E and IT meeting at town hall

May 11 – Meeting with design team at Sedgewick Business Interiors

May 13 – Meeting with construction team

May 13 – Meeting with IPL Acquisitions and management teams

May 13 – Meeting with Richard Fluegel of Time-Warner

May 14 – New library walkthrough with library and town officials from Henrietta

May 19 – FFE and IT meetings at town hall with construction, design team and Supervisor Bello.

Terry Buford, Library Director

President's Report: Stephanie praised the work done by staff librarians Karen Hultz and Matthew Krueger on the Teen Book Festival Committee

- Monitored the Board email account, one new email about job openings, responded and cc'd Terry.
- Communicated with a capital campaign donor and finalized letter of agreement with Elaine Cole, President of IPL Foundation. Still waiting on signed copies of letter to be returned before announcing the contribution.
- Communicated with Terry about Foundation requests for technology equipment for the new library.
- Met with the contract negotiating team and set schedule for additional dates.
- Communicated with Jason Vinette, Town's Director of Personnel, about several contract discussion points. These will be discussed further during Executive Session.
- Communicated with a new potential donor regarding a possible room naming donation.

Committee Reports:

Budget: No report

Contract Negotiations: Done in executive session

Director evaluations: Need changes in many areas. Please help identify "not applicable" questions and send input to Fran by June 1st.

Fundraising: We will again march in July 4th parade and have a booth at Town Hall with raffle prizes for leaves on the Evans-McGraw Giving Tree.

Facilities: No report.

Grants: Lloyd Klos Grant is on hold. The Joseph & Irene Skalny Family Grant is a capital campaign naming rights donation of \$200,000.

Long Range Planning: Coordinating with Kerry Ivers of Community Development on what the process will look like.

Policies: Discussion on meeting room policy in new library.

Vision: Nothing new.

Friend's Liaison Report: Recent Fun Festival netted \$5,000. Thank you to Joe Genier, John Perticone, Stephanie Squicciarini.

Next staff recognition breakfast for staff to be on staff training day, June 9th. June 23rd is the annual meeting to be held at the Town Hall.

Foundation Report: Discussion on available monies and grants coming.

Town Board Liaison Report: Hiring fulltime IT person to help at the new library. Rebuilding spray park at Camp Eastman. There will be a Zombie Home Resolution at tomorrow's Town Board Meeting. Sale of McGraw Branch in process for approval.

Old Business:

Meeting Room Policy: Discussed

New Business:

Service hours at the new library: Sundays – open 1-4, Saturday summer hours start 3rd week in June (Saturday before Father's Day) and end weekend after Labor Day; keep summer Saturday hours at 10-1:

New Library – Next Steps: The construction trailer is moved behind DPW to make way for parking lot paving. June 1st all the curbing will be laid and the King's Highway entrance will be temporarily closed. Meeting scheduled for May 27th with the furniture people.

Board President's Remarks: A motion made to adjourn to an executive session at 9:02pm to review CSEA negotiations. Meeting adjourned 9:40

Respectfully submitted,

Anne Boring

Recording Secretary for Board Secretary Mark McBride