

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of June 17, 2015

Trustee Members Present: Stephanie Squicciarini, Bud Birchard, Jack Herrema, Mark McBride

Trustee Members excused: Mary Ellen Jones, Fran Manion, Joe Genier

Others Present: Terry Buford, Library Director; John Perticone, Town Board Liaison; Ann Bayley, Friends Liaison; Wolodymer Pylyshenko and David Heffer, Honorary Trustees

Meeting called to order: 7:00 pm

Approval of agenda: Request to move Friends Liaison Report to follow President's Report. Agenda approved with change.

Public Forum: David Heffer thanked the Library Board for getting the new library project off the ground and for all they have done for the library. The board in turn thanked David for all he has done in serving on the Library Board for many years.

Board Correspondence and News: The Irondequoit Chorale would like to perform at the Grand Opening of the new library.

Approval of Board Minutes: Approved amended minutes.

Vouchers: All approved.

Director's Report: In addition to the report attached, he spoke about the retirement of Karen Hultz, the wonderful career she has had at the library, her dedicated service to Irondequoit residents and how much she will be missed.

Irondequoit Public Library

DIRECTOR'S REPORT

Wednesday, June 17, 2015

1. Library System News

- The NYS Library construction grant award we will eventually receive will increase a bit more as additional funds, unclaimed in other parts of the state, become available.

2. Town News

- The design team, town staff and library staff are meeting bi-weekly to nail down the last details of the FF&E (furniture, fixtures and equipment) and library technology packages.
- I am working with MCLS, Town of Irondequoit IT department, Fusion Digital, Time-Warner and Fibertech to work out all the logistics related to IT and telecommunications connectivity in the new library.

3. IPL News / Facilities report.

- Summer reading begins this week with the usual kickoff events including programs, games and entertainment. The kickoff event at McGraw is Friday and Evans is Saturday.
- We have temporarily suspended accepting donations of used books and other materials as we prepare to move.
- Preparations for moving branches continue.
- A/C at Evans continues to operate OK.
- Dealing with server problems at Evans. As with the Evans A/C, the Evans server must make it through the summer.
- 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. We are also running ice-breaker type events at every staff meeting to help everyone get to know each other.
- Karen Hultz is retiring at the end of August. Karen has worked for the IPL since June of 1984. She has been branch manager at McGraw for many years and interim director on multiple occasions. She has been my closest advisor and sounding board for my entire time here and her wisdom and knowledge have been a valuable resource. Almost her entire library career (over 30 years) has been dedicated to providing high quality library services to the residents of Irondequoit and we will all, staff and residents alike, miss her very much!

5. Financial Report

- **Vouchers of note:** #136, Harris Beach PLLC, \$2,295, for labor attorney work on CSEA negotiations; #144, Monroe Sales Register, \$449, for new cash register.
- **Financial report:** As of May 30th 41% of the fiscal year will have elapsed. On the revenue side of the budget we have collected 94.47% of anticipated revenue. In the critical library generated revenue categories we are at Copier 43.33%, Library Charges 36.24% and miscellaneous revenue 37.23%. On the expense side we have expended 37.37% of our operating budget. In the critical salary categories we are at 41.62%.

6. Press Releases Sent

- Board meetings announcements

7. Meetings and Events

May 26 – FF&E and library technology meeting

May 27 - Meeting with library furniture team

June 2 – Library Board executive session on CSEA negotiations

June 3 – Staff tours new library

June 4 – Tours new library

June 8 – Staff tours new library

June 9 – Library staff meeting

June 9 – FF&E and library technology meeting

June 9 – Meet with Bibliotheca RFID sales rep and construction team

June 9 – Staff tours new library

June 10 – Library construction meeting

June 11 – Long Range Plan meeting

June 15 – Town department head meeting

June 16 – FF&E and library technology meeting

Terry Buford, Library Director

President's Report: The president suggested a gift for Karen from the board. A gift card of \$150 was approved by the board.

Friends Liaison Report: A reminder that the Friends annual meeting will be held June 23rd at the Town Hall. They are planning tours of the new library before the meeting for members. Also, they have started a newsletter. They would like input from the Library Board for the next newsletter. Their goal is to increase communication about the Friends, Foundation, and Library Board so the community understands better the functions of each.

Committee Reports:

Budget: No report

Contract negotiations: Scheduled June 15th meeting had to be cancelled because union president was unavailable.

Director Evaluation: Still being worked on by Fran Manion.

Fundraising: Committee meeting discussed donor names and monies available. 55 leaves sold so far. The powder coating for the leaf tree is being donated. Leaves will raffled off at the Trustee booth on the 4th. They have suggested a raffle for one leaf for every 200 tickets sold. A special new library opening for donors was suggested. Gathering names for the plaques going on the wall.

Facilities: A/C at Evans still functional.

Grants: Still being worked on. Plan to do next year also.

Long Range Planning: Fran, Stephanie, Mark, and Terry met with Kerry Ivers for brainstorming session. Several ideas discussed but decided to wait for opening of new library.

Policies: Under Old business.

Vision: Nothing but Mr. Herrema thinks this committee should be recognized.

Foundation Report: First interest payment (\$2100) from the endowment is available. It will be added the capital campaign fund.

Town Board Liaison Report: There is a resolution on the Town Board agenda for the June 18th meeting for the sale of the McGraw Branch of the Irondequoit Public Library. There is a potential buyer and we will know by the end of September if the sale goes through. A cash buyer is also interested if this does not happen. They will also announce a vacancy coming up on the Town Board. At the July 4th festival there will be a hot dog eating contest and the reading of the Declaration of Independence. Budget proceedings will start next month.

Old Business:

Meeting Room Policy: The Library Board approved a revised edition of the policy to reflect the many new meeting venues in the new building.

New Business:

2016 Close dates: Approved

Grand opening: It was suggested a committee should be formed with town and library staff (small group to start) for grand opening ideas. Len Messina offered to perform free with his band. A credit union donated totes for free giveaways. Suggested asking the Eastridge Lancers marching band to perform.

New Library – next steps: Board decided to close Evans branch first due to the shakiness of the branch server and HVAC. Suggested a possible ‘soft’ opening the day before the grand opening. The supplies and furniture need to be inventoried. Meeting rooms will be named and numbered. Town Board has to approve the names. Need to have a list of names available for the July meeting. TakeForm Co. is being consulted for suggestions and guidance on signage at the new library. At the next Town Board meeting could bond \$11m, \$2m less, so new library is under budget and almost 90% complete.

Board President’s Remarks: A thank you to everyone.

Adjournment: 9:15pm

Respectfully submitted

Anne Boring

Recording Secretary for Board Secretary Mark McBride