

Irondequoit Library Board of Trustees
Monthly Meeting
45 Cooper Road
Minutes of July 15, 2015

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

Trustee Members excused: Joe Genier

Excused: John Perticons, Town Liaison

Others Present: Terry Buford, Library Director

Meeting called to order: 7:03 pm

Approval of agenda: Agenda approved with 2 changes.

Public Forum: None

Board Correspondence and News: Stephanie has been in contact with Pat Wayne (town historian) regarding room names.

Approval of Board Minutes: Approved amended minutes. Two abstentions.

Vouchers: All approved.

Director's Report:

Irondequoit Public Library

DIRECTOR'S REPORT

Wednesday, July 15, 2015

1. Library System News

- The next round of NYS Library construction grants is opening and I am already working on the application which is due at the end of August. Whether we can get as much funding as last year depends upon what other projects are happening in MCLS. We are still waiting for the arrival of the funds from the current round.

2. Town News

- Nicholas Weatherbee the director of the town Community Development department is leaving to work for the Rochester Anti-Poverty Initiative. Nick has been a major force in making the new library project run smoothly and efficiently. Jeff McCann, formerly of the Town of Greece and Monroe County legislature has been hired to replace him.
- I am still 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

- Tentative close dates, moving dates and related information for the branches are now established.

EVANS

Last day open, Friday, August 7

August 10-14, last chance for staff to organize their stuff, label furniture and fixtures going with us and box up their own stuff. Boxes and labels to be provided.

Packing and moving begin Monday, August 17

McGRAW

Last day open Friday August 14

August 17-21, last chance for staff to organize their stuff, label furniture and fixtures going with us and box up their own stuff. Boxes and labels to be provided.

Packing and moving begin, Monday, August 24

4. IPL Personnel Report

- We are canvassing the Library Assistant list to seek replacement personnel for Karen Hultz. These new hires are the part-time people who will help staff the multiple service points in the new library at a much lower cost.

5. Financial Report

- **Vouchers of note:** #174, \$702.50, Monroe Piping, quarterly maintenance contract payment; #175, Monroe Piping, diagnosis and repairs to Evans Branch A/C system.

- **Financial report:** As of June 30 we were 49% of the way through the fiscal year. We have collected 94% of our revenue but are lagging behind some in miscellaneous income, 44%, and library charges 41%. On the expenditure side we have 46% of our budget and are on target for salaries at 49% expended.

6. Press Releases Sent

- Board meetings announcements

7. Meetings and Events

June 20 – Summer Reading kickoff event and dunk tank. Got dunked.

June 23 – Friends annual meeting and new library tour.

June 24 – New library signage meeting

July 1 – Bibliotheca conference call

July 2 – Bibliotheca conference call.

July 4 – Parade

July 7 – Acquisitions team meeting

July 13 – Conference call with Evanced

July 13 – Conference call with Bibliotheca

July 14 – FF&E meeting

July 14 – Conference call with Bibliotheca

Terry Buford, Library Director

President's Report:

June 23rd: Attended the Friends Annual meeting and conducted a tour for members.

June 30th: Attended an FFE meeting.

July 3rd: Assisted with the booth at the 4th of July Festival

July 4th: Participated in the parade and assisted with the booth at the Festival. Thanks to the many staff who joined us for the parade!

July 6th: Attended Contract Negotiations meeting.

July 8th: Tour of new Library with donors, potential café operator, and to select a location for Book Spine Donor Walls (between first two meeting rooms on first floor).

July 14th: Met with Foundation President and Supervisor Bello to discuss items to be purchased and donated to the Town for the new Library.

July 14th: Attended FFE meeting.

July 14th: Attended a meeting to discuss grand opening celebrations.

Email and Other Communications:

- Responded to emails in Board account regarding job openings for new Library. Directed people to Terry or responded that any café operations would not require new Library staff.
- Responded to Facebook posts questioning timing for opening of the new Library.
- Many emails relating to furniture and signage components for new Library.
- Sent many emails regarding grand opening plans.
- Communicated with Fonte Medical Supplies regarding prices for scooters and walkers for new Library.
- Communicated with Foundation President regarding pricing information for wish list items.
- Communicated with Fundraising Team regarding fundraising efforts, including 4th of July Festival and Book Spine Donor Walls.
- Communicated with woodworker regarding Book Spine Donor Walls.

Committee Reports:

Budget Today was budget kick off day with the Town Supervisor

Contract negotiations: To be discussed in executive session.

Director Evaluation: Ready to be edited by Mark McBride.

Fundraising: Still discussions on naming rights. Discussed Foundation finances. Raffle drawing to be held July 16th.

Facilities: Board commented on painting in meeting room. Teens and younger children spent the afternoon doing art work on all the walls (Paint is washable.)

Grants: Nothing heard on last construction grant. Working on new construction grant.

Long Range Planning: Hoping to continue work with Kerry Ivers of Community Development Department.

Policies: Changes made to meeting room policy. Added “to be approved by library director”. Bud Birchard to join policy committee.

Vision:

Friends Liaison Report: None. Terri Dalton, Friends President, reported that the Friends will be purchasing something for new library.

Foundation Report: Discussed under fundraising.

Town Board Liaison Report: None

Old Business:

Grand Opening: Small committee has formed which consists of Stephanie, Elaine Cole, Mary Ellen Jones, Becky and Sarah. Initial plans are: Sept. 3rd Donor Party to be funded by the Foundation; ribbon cutting and grand opening to be held Sept. 9th; suggested first book to be charged out by a patron to be the Town Supervisor. Grand opening may have to be moved back due to a problem with the vendor supplying the shelving. They are not sure they can meet original date. On Monday Sept. 14th YA authors will be at the new library for book signings – Eoin Colfer and Jonathan Stroud will visit as part of the Annual Greater Rochester Teen Read event. The Board wants to cater a special party in early September for the staff of the library.

New Business:

Logistics for August Library Board meeting: This meeting will be held at the McGraw Branch. It will be a short meeting to review vouchers, 2016 budget and contract negotiations.

Officially accepting new building dedications: Discussed types of signage and plaques. Room names and table names are not all available yet. The Town Board will be the ones to accept these. Foundation will do special plaques.

IPL Internet Policy Review: Patron time for internet access has been increased to two hours. Patrons with library card will be granted access no matter status of card. Approved.

New Library – next steps: Company supplying bookshelves is having problems with delivering the shelves. Have been promised between 8/24 and 9/3. Could move Grand Opening back if delayed too long.

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

Motion to move into executive session to discuss CSEA contract negotiations. Approved. 9:14 pm.

Executive Session: Library Board reviewed progress of negotiations.

Motion to move out of executive session and adjourn meeting. Approved.

Meeting adjourned 9:40 pm.

Respectfully submitted

Anne Boring

Recording Secretary for Board Secretary Mark McBride