

Irondequoit Board of Trustees

Monthly Meeting

Minutes of August 19, 2015

Present: Mary Ellen Jones, Stephanie Squicciarini, Joseph Genier, Francine Manion, Jack Herrema, Bud Birchard

Also Present: Ann Bayley (Friends), John Perticone (Town Liaison), Terry Buford, Library Director

Excused: Mark McBride

Meeting called to order: 7:03pm

Agenda: Approved with change

Public Forum: None

Board Correspondence and News: Board received Karen Hultz's formal retirement letter. She worked for the library for 31 years.

American Legion Post 134 sent a letter requesting information about the meeting room policy.

A possible electric fireplace donation has been put on hold until sure of approval from the fire marshal (for the children's room)

Minutes: Approved with one abstention.

Vouchers: Approved.

Director's Report:

1. Library System News.

- The award letters for the NYS Library construction grants went out this week to libraries and legislators in areas receiving grants. We will receive \$389,000.

2. Town News

- 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.

- None

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:

President's Report – August 19, 2015

July 27th: Contract Negotiations Meeting.

July 28th: Attended FFE meeting.

August 11th: Attended FFE meeting and met to discuss café potential.

August 11th: Met with Town Historian to discuss potential art to hang in the new Library.

August 12th: Attended Grand Opening Celebration meeting with staff and Friends Board members.

August 18th: Attended FFE meeting and met to discuss book spine project.

Email and Other Communications:

- Responded to email in Board account regarding construction of new Library and why a drive up service window was not included.
- Emailed numerous times with Town Historian about local names for rooms and history of the Library for grand opening weekend.
- Communicated with Assistant to the Supervisor regarding Staff Pizza Party Supervisor Bello is sponsoring to recognize the staff.
- Communicated with various people about Donor event, Ribbon Cutting, and Grand Opening Celebrations.
 - Ribbon Cutting will include introducing a Girl Scout Troop that donated the funding for the purchase of a Time Capsule as well as teens who submitted essays about their heroes in books who will get a sneak peek of the Library as a prize.
 - Giveaways for age levels, funded with generous support from the Friends (\$500) with remaining being paid for by the Board.
 - September is National Library Card Sign-Up Month, this will be promoted as part of grand opening celebrations.
 - More details will be discussed under separate agenda item.
- Many emails relating to signage components for new Library to include dedication plaques.
- Communicated with Fonte Medical Supplies regarding orders for scooters and walkers for new Library. The Foundation will be purchasing one scooter and two walkers. The Friends will be purchasing a second scooter.
- Communicated with Jackie Lynn's Sewing and Fabric Center regarding orders for sewing and embroidery machines for Maker's Lab. The Foundation will be purchasing two sewing machines and one embroidery machine.
- Communicated with Foundation President regarding additional pricing information for and purchasing of wish list items.
- Communicated with woodworker and engraver regarding Book Spine Donor Walls.
- Communicated with Tasteful Connections regarding staff recognition day.
 - More details will be discussed under separate agenda item.
- Developed proposal for Fine Amnesty to be voted on under a separate agenda item.

Fine Amnesty Proposal:

- Fine Amnesty Month – October (gives staff some time to get used to new facility)
- Only for Irondequoit residents
- Only for Irondequoit materials (materials owned by Irondequoit)
- Not applicable for lost items, only for overdue items returned during Fine Amnesty Month
 - Waive processing fees for lost items paid for in full
- Not or UMS (Collection Agency) fees
- Bring in items for Irondequoit Community Cupboard in exchange for fine amnesty

- Ask ICC to make regular stops to pick up items donated.
- Then designate a regular area for collecting items (Director to approve location and receptacle).

Grand Opening/Ribbon Cutting Plans:

- Working with Becky Merrill to coordinate plans
- Need to approve hold fee cards, funds for giveaways (not taxpayer funds)

Committee Reports:

Budget: In New Business

Fundraising: Golisano Foundation definitely not interested in any category for the new library.

Facilities: We have new facilities!

Long Range Planning: More in January.

Vision: We can see new library!

Friends Liaison Report: They are giving a gift of a handicap scooter to the new library. They are also enlarging their board and reviewing their by-laws. They plan to have a table at the ribbon cutting. Terry Dalton reports Friends will contribute \$500 to help cover logo swag.

Foundation Report: A CPA is needed to audit the foundation. Also, they are purchasing a 3D printer for the makers Lab in the new library.

Town Board Liaison Report: Veteran's memorial is being built in front of the Town Hall. Town is acting on vacant properties which is an ongoing situation.

Old Business:

Meeting Room policy: Terry will call American Legion 134 and discuss with them. The garden club is also interested.

Grand Opening: The board is giving a special day to the staff on 8/27/15. Tasteful Connections will be supplying food. They are charging the board \$500 which will be paid from the Trustee Account. They will also receive a leaf on the donor tree in honor of their deep discount for both the Staff Recognition event and the Foundation donor event. A motion was approved by the board.

9/4/15 – Supervisor Bello is holding a pizza party for the library staff. The Library Board has been invited to this party.

9/23/15: Staff appreciation day for all town employees.

Ribbon cutting: Committee meeting with Mary Ellen Jones, Elaine Cole and Becky Merrill are meeting for this event. They have brainstormed with the library staff for ideas. The event will be Saturday 9/12 from 10-2.

Logo item: \$800 to be paid from the library board account for 400 bags with logo for giveaways. Suggested one 'hold free' card in each bag (\$400 value). Also, raffles for age specific basket kits.

New Business:

Vending at the library: Talking with vendors regarding high-end vending and a way for the library to also get revenue from this venture.

Review of Library Board By-laws: Fran is concerned about the limit of two five year terms. Some board members may want to stay longer. This needs to be reviewed because of the possibility that the board could end up with all new members at once. This means there would be no experienced members on the board to help the library.

Officially accepting new building dedications: The town is doing a plaque for a donated desktop.

New Library-Next Steps: Suggested benches rather than sculptures be put in the court yard. Concerns sculptures could not be bolted down. These would be from the trees that were cut down to build the library. The wood has been milled and ready to use.

The bench in front of Evans will go to the new library (originally donated by Joe Genier's parents). The bench at McGraw may go to the horseshoe pitching area on campus.

2016 Budget Request: There are too many unknowns at this point. We are going from two old branches to one new branch. A meeting with the Town Supervisor is scheduled for 8/27/15 regarding the budget.

President's Remarks: Thank you all for your hard work.

Unanimous vote to enter into executive session to discuss CSEA negotiations at 9:27 pm.

Executive session ended. 9:44 pm.

Meeting adjourned at 9:45 pm.

Respectfully submitted by Anne Boring

For Board Secretary Mark McBride