

Irondequoit Board of Trustees
Monthly Meeting
Minutes of September 16, 2015

Present: Mary Ellen Jones, Stephanie Squicciarini, Mark McBride, Francine Manion, Jack Herrema, Bud Birchard

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

Absent: Joseph Genier

Meeting called to order: 7:04pm

Agenda: Approved with change

Public Forum: None

Board Correspondence and News

Minutes: Approved with amendment.

Vouchers: Approved.

Director's Report:

Irondequoit Public Library

DIRECTOR'S REPORT

Wednesday, September 16, 2015

1. Library System News

- We haven't received the 2015 NYS Library construction grant award yet but I have applied for the 2016 round of grants. There is a new aspect of the program this year that may impede our ability to qualify. This year there is a requirement that we have women and minority owned businesses (MWBE) in the grant request. We did not know this requirement was coming when we were considering vendors. Although Vargas Associates, our interior design firm, is an MWBE, services of consultants and designers are not eligible for grant funds. There is a form for explaining any lack of MWBE participation so I'll be filling out one of those.

2. Town News

- At the request of Supervisor Bello I am working with Comptroller Sealy and her staff to write a resolution for the town board for disposal of surplus furniture and equipment in the two branches.

3. IPL News / Facilities report

- It has been determined that the few small moisture issues we had in the new library ceilings were not leaks but condensation from piping in the HVAC system. This was caused by the high humidity outside coupled with the doors being open all day while movers and furniture entered and exited. Now that we are moved in this should stop.

4. IPL Personnel Report

- President Squicciarini, Treasurer Manion and I are still discussing library staffing with Supervisor Bello in relation to the 2016 budget. We did have one part-time clerk resign, Melodie Bird. She was replaced by Sue Magee.

5. Financial Report

- **Vouchers of note:** #228, Fibertech Networks, for 3 months of Wi-Fi and a setup charge at the new library.
- **Financial report:** As of August 31 we were 67% of the way through the fiscal year. We have collected 95% of our revenue but are lagging behind some in revenue generated in the library as we were closed for many days in August due to the move. On the expenditure side we have expended 64% of our budget. I will have to watch expenditures closely for the rest of the year to be certain we are able to accommodate the drop in revenue without going over budget.

6. Press Releases Sent

- Board meetings announcements

7. Meetings and Events

August 24 – Meeting with J. DeFino of Servomation
August 25 – FF&E meeting
August 26 – Meeting with J. Vinette of Town of Irondequoit HR
August 26 – Meeting with N. Charles of Girl Scouts
August 27 – Meeting with supervisor Bello on 2016 Budget
August 28 – Meeting with J. Herrema and J. DeFino of Servomation
August 31 – Meeting with town historian P. Wayne about new library displays
September 1 – HVAC system training with Postler and Jaeckle
September 1 – FF&E meeting
September 3 – Meeting with Frank Russo head of MCLS shipping department
September 3 – IPL Foundation donor event
September 4 – 2nd budget meeting with Supervisor Bello
September 4 – Conference call with C. Marasco, A. Henderson and Evanced setup staff
September 5, 6, 7 – Shelving and shifting books at new library
September 8 – FF&E meeting
September 10 – meeting and tour with St. Cecilia’s over 50 club
September 11 – Envisionware installation
September 16 – Tour for WIN group meeting.

Terry Buford, Library Director

President’s Report: Kudos to Matthew Krueger and Craig Marasco for all their hard work on the Fall Teen Event and the author signing event.

IPL Board Meeting

President’s Report – September 16, 2015

August 25th: FFE meeting.

August 25th: Grand opening plans meeting.

August 27th: Budget meeting.

September 1st: FFE meeting.

September 2nd: Contract Negotiations Meeting.

September 3rd: Stuffed giveaway bags, attended donor event.

September 4th: Budget meeting.

September 4th: Meeting with signage company to discuss additional donor recognition signage (to be installed September 22nd and 23rd) and additional signage needed and corrections to signage installed.

September 8th: FFE meeting.

September 8th: Met with book spine woodworker to install book donor wall.

Email and Other Communications:

- Communicated with various people about Donor event, Ribbon Cutting, and Grand Opening Celebrations.
- Many emails relating to signage components for new Library to include dedication plaques.
- Many emails and discussions surrounding various aspects of the opening of the library.
- Emails with Summit Federal Credit Union regarding items for raffle prizes for grand opening celebrations.
- Picked up art that Frametastic worked on for different rooms.
- Dropped off historical signs at Southpaw for possible restoration.

Responded to request for information and photos for the NYLA Bulletin (NY Library Association)

Committee Reports:

Budget: Discussed under Old Business

Contract Negotiations: Discussed in Executive Session

Director Evaluation: Discussed in Executive Session

Fundraising: The Leaf Tree purchase needs to be promoted more. There has been a lot of interest in the book spine fundraiser also.

Facilities: All is well. The remaining furniture is coming in daily. There is no working clock in work room. There is an electric fireplace in the quiet room. Several rooms have names on them now. Suggested checking with Patricia Wayne to get facts about what the names mean.

Grants: Will continue to apply as new grants come up.

Long Range Planning The board would like Kerry Ivers as a facilitator. This request will be sent to the Town Supervisor.

Policies: The board will start looking at the policies to see if any need to be addressed because of the change in location.

Vision: No longer needed.

Friends Liaison Report: They are looking at their future. October 19th is the start of Friends of the Library week. They will have a scavenger hunt at the library. They will have treasures for the winners such as a gift certificate to the library bookstore.

Foundation Report: The benches will be ready in October. They are made from the trees that were cut down on the Town Campus to make room for the new library. They are planning contests and donations to name the benches. Some furniture will have to be kept inside because of the type of wood. There are still some donors available.

Town Board Liaison Report: The town is now working on budgets for all the departments.

Old Business:

Vending at new library and café area: Possibilities still being reviewed.

Review of Library Board By-Laws: Limitations of terms for trustees has been tabled to the first of the year. Free holds or free fines has been taken off the table.

2016 Budget Request: The library board approved budget was sent to the town. The board planned to replace the two fulltime positions because of retirement by hiring several part time employees. However, the Supervisor is concerned about the number of people. Apparently the town counts any employee, whether part-time, pages or subs as one whole employee. The library would have to cut some subs and pages to keep the number the same. Terry is working on a plan but it has to go to the supervisor for approval.

The tax cap is also an issue. The state is allowing the town \$515,000 but \$440,000 is taken because of the new library.

New Business:

New Library – Next Steps: The bench in front of the Evans branch, which was donated by Joe Genier's parents, has been refurbished. It still needs a plaque and will be located in the children's courtyard. Fran has the invoices from Framtastic and will pay them from the trustee account. An Irondequoit Public Library sign was found in the trash. This will be refurbished and saved. The library was in different places such as the church, before any library buildings.

The Irondequoit Community Cupboard wants space for residents to drop off food donations at the new library. The former branches were food drop off locations for the Community cupboard. This is under advisement but the board needs to review how it would look in the library. It needs to be attractive and placement is important. Also, pickups need to be done on a regular basis. It should be discreetly displayed and located. One idea is to have the students design a special box from the wood that has been milled.

Wastebaskets made from the wood was also suggested.

President's Remarks: A sigh of relief. Thanks to the staff for all your hard work. The board also thanked Stephanie for all her hard work and her presentation made at the grand opening.

Adjournment: A motion was made and approved to enter into executive session at 8:36 pm to discuss negotiations with the CSEA for the proposals before them. They then had a motion to enter into executive session to discuss the director evaluation which they did. A motion was then made to end the executive session and return to the board meeting. The board then adjourned at 10:00 pm.

Respectfully submitted by Anne Boring

Recording secretary for Board Secretary Mark McBride

