

Irondequoit Board of Trustees

Monthly Meeting

Minutes of October 21, 2015

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

Also Present: Ann Bayley (Friends), , Terry Buford, Library Director, Wolodymyr Pylyshenko,

Excused: Joseph Genier

Meeting called to order: 7:00pm

Agenda: Approved with change

Public Forum: None

Board Correspondence and News: Bud has been working with the West Irondequoit teachers regarding wood from some trees that were cut down on the Town campus to make room for the library. He and Terry met with the shop instructor. His class is making a chest for donations for the Irondequoit Community Food Cupboard. It will have their name and a logo etched into it. They are also making some waste baskets covers for library public areas. These will be stained in the same color as the area they will be placed in. The wood from these trees need to be kept inside. Other trees that were cut down have been made into benches (these can stay outside) and they will be delivered Friday afternoon. They will go into the children's courtyard.

Minutes: The September minutes and the board evaluation minutes from an executive session were all approved. (Minor changes in September minutes).

Vouchers: Approved.

Director's Report:

DIRECTOR'S REPORT

Wednesday, October 21, 2015

1. Library System News

- We have now received the first installment of 90% of the award for the NYS Library Construction Grant. \$360,390 has been deposited in the Library Board account at Chase. It will be transferred to the town and I will submit the records of the town's payment to the new library contractors to the state library. We will then receive the remainder of the grant \$38,933 for a total award of \$389,323. I have completed the application for the next round of construction grants and hope to receive an additional award about a year from now.

2. Town News

- Before declaring the furniture and fixtures in the old branches surplus and selling them Supervisor Bello suggested we offer it to any department that might need used office furniture or other items left after the move. I am meeting with town department personnel on Thursday afternoon to visit the branches.

3. IPL News / Facilities report.

- We still have a few issues with the new building that need to be worked out. We are getting training on the electrical and lighting systems on Friday. We have received training on the building security system and all employees now have a photo ID and appropriate personnel have a key.
- I have a FOIL request from Richard Barone seeking statistics and revenue reports on meeting room use in the new library September 10 through October 10. Town Clerk has notified him of our intent to fulfill his request.

4. IPL Personnel Report

- As part of our budget negotiations with Supervisor Bello we will hire three part-time library assistants to replace the two full-time people who retired this year. We have called for the civil service list and will begin canvassing it.
- Thursday is now my regular night on reference. I am also part of the regular Saturday and Sunday reference duty rotation.
- I have jury duty October 26 through October 30.
- Library Assistant Paula Marra has resigned. We will seek her replacement as part of the civil service canvas for library assistants mentioned above.

5. Financial Report

- **Vouchers of note:** #249, Fibertech Networks, for internet for library Wi-Fi; #252, GovConnection, for barcode scanners; #253, Harris Beach PLCC, for labor attorney.
- **Financial report:** As of September 30 we were 75% of the way through the fiscal year. We have collected 96.44% of our revenue and expended 71.46% of our budget. As we have discussed previously we are lagging behind in projections for patron generated revenue due to being closed for a few weeks but this is not anything we cannot compensate for by slightly limiting spending.

6. Press Releases Sent

- Board meetings announcements

7. Meetings and Events

- September 17 – Meeting with Christine Roomian of Rite Aid
- September 18 – Meeting with Andy Milner of Coca-Cola
- September 21 - Meeting with Cindy Christoff of Konica-Minolta
- September 21 – Meeting with Margaret Corbin of United Nations Assoc. of Rochester
- September 22 – Meeting with Bryan Tygart of Tyco Simplex Grinnell
- September 24 – Meeting and library Tour with the Over 50 Club.
- September 26 – First Saturday working in new library
- September 27 – First Sunday working in new library
- September 28 – Meeting with S. Squicciarini and ME Jones to discuss new library operations
- September 28 – Meeting with Jason Lustig of the Kessler Center
- September 29 – Meeting with Scott Smith of Candy Cotton Concessions
- September 30 – Meeting with Bud Birchard and shop teacher from IHS.
- October 1 – Library Tour with church group
- October 5 – Meeting with Tony D’Ambra of Comptroller’s office.
- October 6 – Meeting with Recreation Department
- October 7 – MCLS Director’s Council
- October 8 – Library tour with staff of Chili Library
- October 8 – Library tour with Boy Scout Troop 220
- October 9 – Meeting with Recreation Department
- October 14 – Library tour and meeting with Ukrainian delegation visiting Irondequoit
- October 15 – Conference call with N.Pelish, A. Boring and J. Colosimo of FreedMaxick
- October 16 – Library tour with RPL staff
- October 19 – FF&E meeting with design team and Supervisor Bello
- October 19 – Computer help session with patron learning MSWindow 10
- October 20 – Library Tour with Church group

President's Report – October 21, 2015

September 28th: Met with Terry, Fran, and Mary Ellen to discuss some concerns.

October 13th: Attended meeting with representatives from Friends and Foundation to discuss roles of each Board and how to communicate differences to members of each, the public, and town government.

Email and Other Communications:

- Spoke with Supervisor Bello regarding 2016 budget.
- Several emails to finalize dedication and directional signage.
- Met with Mary Ellen and Summit FCU representatives to discuss potential support and programming.
- Several emails to work on outstanding issues relating to FFE components.
- Several emails to coordinate Executive Session to discuss Director Evaluation.
- Several emails to coordinate CSEA contract process.
- Emails with Friends President, Terri Dalton, to discuss County Friends meeting on November 4th.
- Emails with Foundation President, Mary Joyce D'Aurizio, to discuss donor opportunities and handing off coordination of additional Book Spine donation needs with woodworker and engraver.
- Several communications with Director Buford.

Committee Reports:

Budget: Discussed under Old Business

Contract Negotiations: Discussed in Executive Session

Director Evaluation: Discussed in Executive Session

Fundraising: It was announced that a prominent Irondequoit family may soon be doing something through the Foundation.

Facilities: Slowly getting up to speed with the new library. Employees receiving training on the building's many new systems. Punch list and finishing touches are still being worked on.

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

Long Range Planning It appears that Kerry Ivers will be available as a facilitator in January. All library policies and operations need to be put together in a binder. The Town policy should be included. This needs to be reviewed since we are now in a new library.

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

Friends Liaison Report: The Friends now have a new set of by-laws. The Supervisor made a positive proclamation about the Friends at the beginning of Friend's week (which started October 19th). They have set up a table in the library to promote this. Some upcoming programs are the Fun Fest (held the Saturday before Mother's Day) and Brunch with Santa. A suggestion was made to have a shadow box set up for the Friend's Board or a bulletin board for all their activities.

Foundation Report: No report

Town Board Liaison Report: The liaison is at budget hearings.

Old Business:

Vending at new library and café area: This continues to be worked on. The town attorney has been consulted and a policy of agreement has been written. This all has to be reviewed again. The agreement should be with the Library Board, not the Town Board. A motion was made and approved to allow Stephanie to sign a vending agreement of behalf of the board.

Review of Library Board By-Laws: Tabled till January.

2016 Budget Request: There are still some details that need to be worked out concerning next year's budget. Goals set for 2016 include: increase program attendance, increase program offerings and increase circulation.

New Library – Next Steps: The security system has to be reviewed, still need some furniture, flags and CD cases, questions about the book drop, outstanding mechanical issues. A list needs to be put together on the needs of the library. The team needs to be trained on electrical equipment.

New Business:

Interim voucher list request: A request was made to have an extra voucher list between the November and December board meetings. This allows more vender payments to be made in the current year on a timely basis to close out yearend. The vouchers would be signed by the Director and Board Treasurer and sent to the Comptroller's Department for payment. The interim list would be approved by the Library Board at the December board meeting.

Summit FCU: Mary Ellen Jones and Stephanie Squicciarini met with them. They wanted exclusive sponsorship rights. The board felt uncomfortable about this and decided not to but would like them to have their presentations and programs at the library.

Review of library organizational chart: Fran, Terry, Mary Ellen and Stephanie designed a chart to show how it all works, starting with the Supervisor and Town Board all the way to pages and volunteers. It was suggested to have the library staff involved in this at a staff day. It is also good for long range planning. This will be kept on the agenda to keep reviewing it.

Meeting room policy review: Some changes have been recommended. Food should be delivered only to the meeting rooms (on main floor). Motion sensor lights have to be reviewed as people are found sitting in dark rooms (primarily on second floor) because they keep turning off. The meeting room rates need to be reduced and simplified. This and more was discussed at some length. A discussion also regarding some IT invoices and who is responsible for the payment.

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

Adjournment: A motion was made and approved to enter into executive session at 9:54 pm to discuss negotiations with the CSEA.

Respectfully submitted by Anne Boring

Recording secretary for Mark McBride

Irondequoit Public Library – Board of Trustees - October 20, 2015

Meeting called to order 7:46

Motion to enter into executive session to discuss evaluation of Library Director, approved. 7:47

Entered into executive session 7:48

Discussed the director's evaluation

Executive session closed 9:17pm

Official Meeting adjourned 9:19

Mark McBride, Library Board Secretary