

Irondequoit Board of Trustees
Monthly Meeting
Minutes of November 18, 2015

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

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

Excused: Mary Ellen Jones, Mark McBride

Meeting called to order: 7:00pm

Agenda: Approved with change

Public Forum: None

Board Correspondence and News Nothing

Minutes: The October minutes were approved with one abstention, executive session minutes tabled due to absent attendees.

Vouchers: Approved.

Director's Report:

1. Library System News

- The work to determine if the Monroe County Library System stays with CARL/TLC or moves to another ILS (Integrated Library System) is continuing. How any ILS works with a federated system like ours is a very important factor in selecting a vendor. We have a county-wide team that has written as RFP and is reviewing responses.

2. Town News

- We are partnering with the police department to be a pickup location and to help with publicity for their Purple Box Program. This program seeks donations of toys for families stuck in domestic violence shelters at holiday time. We will serve as a drop off point and help seek donations through our various websites and contacts.
- Very soon the town should be announcing the auction of the remaining furniture and fixtures from the old branches. The auction company has submitted a report that all involved parties have approved.
- We will begin displaying Parks and Recreation brochures and publications in the library lobby racks.

3. IPL News / Facilities report

- We still have a few issues with the new building that need to be worked out. Every Friday P. Meredith, T. Thomas and I attend a class on the building monitoring and control system. We have a punch list and an FF&E list that are still being addressed.
- I have submitted a report to the Town clerk to satisfy Richard Barone's FOIL request seeking statistics and revenue reports on meeting room use in the new library September 10 through October 10. No word yet on his reaction. I am attaching the report with this document.
- We are now displaying an event calendar on our website and we now have online event registration for library programs. Online room reservation system is still being set up.
- We had a staff training day on Veteran's Day, November 11. It ran from 9 AM to 3 PM. Topics covered included: An open forum for all staff to discuss issues related to the new building, library organizational structure and governance, 2016 budget and spending issues, library use statistics, IPL long range planning, using sign language with deaf patrons, training on Evanced, iPads, A/V systems and print release station. Staff who couldn't stay for the entire session and missed some training will receive one on one training.
- The library will stay open two extra hours on Sunday, December 6, so we can be part of the town campus tree lighting ceremony and associated events. Library atrium will feature singers and musicians and there will be a craft program for children run by Parks and Recreation.
- We are putting up signs in each upstairs meeting room outlining our expectations of people using the room.

4. IPL Personnel Report

- We are reviewing the responses to the canvas of the Library Assistant list and hope to begin interviewing soon.

5. Financial Report

- **Vouchers of note:** #281, Harris Beach PLLC, for CSEA negotiation legal services.
- **Financial report:** As of Oct 31st we were 83% of the way through the fiscal year. We have collected 97% of our projected revenues and expended 79.5% of our budget. Please examine the cash receipts report. Many of the library generated revenue lines are up significantly since the new library opened, particularly the book sale and meeting room lines. If we can keep this up it bodes well for the future and the tight operating budgets we are working with.

6. Press Releases Sent

- Board meetings announcements

7. Meetings and Events

October 23 – Building systems training with Logical Controls Inc.

October 26-28 – Jury duty

October 30-November 2 - Vacation

November 4 – MCLS Director’s council

November 4 – Meet with David Hanford of Unifirst

November 5 – Meet with Roseanne Balcer

November 6 - Building systems training with Logical Controls Inc.

November 11 – IPL Staff Meeting

November 12 – MCLS Town directors Meeting

November 16 – Town Department Head meeting with Supervisor Bello

November 17 – Presentation with Peter Wehner of Passero at RRLC programs on library spaces.

November 18 – Meeting with Tracy Burgio of Kneads/Wants

Respectfully,

Terry Buford, Library Director

President’s Report: At next meeting we will have a visual image to educate patrons on the relationships and responsibilities of all the boards.

October 22nd: Budget Hearing a Town Hall.

November 3rd: Met with director evaluation sub-committee to discuss evaluation. Executive session minutes submitted for approval.

November 4th: Attended Friends meeting with Friends groups from around MCLS. Gave a tour of the library and a short presentation about community involvement in the vote and building process.

November 5th: Attended the public hearing for the Town’s budget.

November 16th: Attended a meeting with Foundation President, Mary Joyce D’Aurizio, Friends President, Terri Dalton, and Friends Board member Steven Tolle to discuss project to develop a visual representation of how the three Boards work to support the library. A final image will be presented at our December Board meeting for approval.

Email and Other Communications:

- Spoke with Supervisor Bello regarding 2016 budget.
- Several emails to continue to work on dedication and directional signage.
- 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.
- Several communications with Director Buford relating to Staff Training Day, budget, vending contract, and issues relating to building.

Committee Reports:

Budget: Discussed under Old Business

Contract Negotiations: Discussed in Executive Session

Director Evaluation: Discussed in Executive Session

Fundraising: No report

Facilities: Training and improvements continue at the new library.

Grants: Next round of construction grants have been submitted.

Long Range Planning On Tuesday Nov. 24th at 5:30, Terry Buford, Francine Manion, Stephanie Squicciarini and Mark McBride will meet with Kerry Ivers.

Policies: Discussed possible changes to meeting room policy as situations arise.

Friends Liaison Report: They are helping Amy Holland with Brunch with Santa. The Friends newsletter is out. Their Fun Fest is Saturday May 7th and will be a trunk sale. And they are having an event in March (not a fund raiser).

Foundation Report: The Evanced and Envision invoices have been cleared.

Town Board Liaison Report: He's been getting a good feeling around Irondequoit lately and he feels it is because of the new library. Thursday the Town Board is adopting a budget and Friday will be the final budget meeting for the library. The Veteran's Day ceremony was well attended this year. December 6th is the tree lighting ceremony at the Town Hall. January 30th is the Winter Fest. January 1st is the swearing in ceremony for the elected town officials.

Old Business:

Vending at new library and café area: A contract with Servomation has been signed but not yet returned for vending machines in the library café.

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

2016 Budget Request: Extra funding for Sunday hours will be allocated to the budget.

Library Bookstore discussion: Some board members feel it is not as good as it could be. The displays need to be improved and show product better than we are right now. Also, the storage room is cluttered.

General questions: Where is the plaque for the bench that was originally donated by Joe Genier's parents? How is the maintenance staffing was working out? So far it is okay and the night staff secures the library at night so it doesn't cause problems for the library staff. Talked about the door to the

children's courtyard. It is possible to go out that door but you can't get back in that way. It is also a fire exit door. Also discussed the book drops. It is possible to customize the outside drop and take the flaps off the indoor drops?

New Business:

Rental mats for entrances: The tile floor gets very slippery when it is wet, so mats will be needed for the front entrance. The director has talked with a vendor to get costs. Six 10 foot long mats would cost about \$100 a month. The library approved getting mats for the winter. When the seasons change they will discuss to see if they are needed year round.

Building FF&E Review: There is a two page list of things that need to be changed or fixed. It is listed by vendor responsible for the different problems. John Perticone said he will be in touch with Fina to get things moving quickly The Board also discussed moving the information desk and getting plants for the security gates.

Meeting room policy review, sale of items: It may be too soon to make fee changes. However, it was determined that a maximum of 16 people are allowed in the medium rooms. Lights must be on at all times (they need to be adjusted by maintenance). The list of meeting room rules will be placed on the tables in all the rooms.

The board discussed the sale of merchandise in conjunction with events in the meeting rooms and the meeting room policy. The Board approved that any questions regarding the interpretation of meeting room policy need to go through the director or designee.

President's Remarks: Thank you as always for all your hard work and Happy Thanksgiving to the staff as well.

Adjournment: A motion was made and approved to enter into executive session at 9:06 pm to discuss negotiations with the CSEA. The board entered into executive session at 9:07. After discussing the negotiations the executive session adjourned at 9:13.

Respectfully submitted by Anne Boring

Recording secretary for Mark McBride

Irondequoit Public Library
Minutes, Executive Session
November 3, 2015

Present: Mary Ellen Jones, Fran Manion, Mark McBride, Stephanie Squicciarini

Meeting called to order 6:30pm.

Motion made to move into executive session to discuss the director's evaluation. Passed unanimously.

Entered into executive session 6:31pm.

Discussed the director's evaluation

Motion passed to move out of executive session 7:31pm.

Meeting adjourned 7:32pm

Respectfully submitted Mark McBride, Board Secretary