

Irondequoit Board of Trustees

Monthly Meeting

Minutes of December 16, 2015

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

Also Present: Terry Dalton (Friends); Terry Buford, Library Director; John Perticone, Town Board Liaison; Mirko Pylyshenko, Honorary Trustee.

Excused: Joseph Genier

Meeting called to order: 7:00pm

Agenda: Approved with change

Public Forum: None

Board Correspondence and News: A picture previously mentioned depicting White City was framed with wood from the trees that had been cut down for the new library. It has several pictures with a description explaining what White City was. Also, two old wooden signs were found from the old library. They say Irondequoit Library in gold letters. The letters were restored by Bob Cudzilo from South Paw Designs as a donation to the library. Stephanie gave a master key for the Trustee mailbox to Mark McBride and Fran Manion. Passero hired Gary Jacobs to do some video at the new library. It will be used in Passero's submission for an ALA library architecture award.

Minutes: Minutes from 11/3/15 executive session were approved. Minutes from the November board meeting and the executive board meeting which followed were approved with 2 abstentions.

Vouchers: The Interim vouchers and the current vouchers were 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. One of the impediments to change in the past has been the how an alternate ILS might handle holds, particularly our current ability to prevent new materials from leaving the owning library to fill holds elsewhere in the system. To test the impact of eliminating that ability, it will be turned off for three months starting January 1.

2. Town News

- Chief Tantillo reports the Purple Box Program for donations of toys for families stuck in domestic violence shelters at holiday time was a big success. He thanked the library for their participation and support.

- The auction of the leftover furniture and fixtures from the old branches is complete. Winners are now picking up their things at the branches. For some this involves quite a bit of work dismantling and moving things like shelves and desks. I have been meeting with some of the winners to assist them with understanding how to remove shelving and service desks.
- Winter fest is next month, Saturday, January 30, 11-3. The library will be open and an active participant in this campus wide event.

3. IPL News / Facilities report

- New building punch list is slowly being worked on and issues being solved.
- FF&E list also progressing. We have ordered and received most of the items we were responsible for obtaining.
- Posting of the meeting room conduct rules seems to have greatly reduced misbehavior issues in the upstairs meeting rooms.
- Irondequoit Art Club and Genetaska both had multiple day events and the Chamber of Commerce had a luncheon at the library and all went well.

4. IPL Personnel Report

- We have interviewed the civil service candidates for the Library Assistant positions and hope to start them at the library January 2nd. They are Stephanie Blando, Emily Baker and Michelle Elsbree.

5. Financial Report

- **Vouchers of note:** None.
- **Financial report:** As of November 30 we were approximately 91% of the way through the year. As of that date we had received 97% of our projected revenue and expended 86% of our budget. Although we will have a modest revenue shortfall of around \$20,000 I am predicting that this will be more than offset by controlling spending. Currently we are about \$277,000 under budget for expenses but this amount is misleading. We have some large expenses that are still waiting to be paid. For example today we have about \$68,000 in invoices being processed for this meeting including the second semi-annual MCLS cost share. It looks like we also have some large payments to make on employee retirement and health care. Next month we should have a sharper picture of how much surplus we might be sending to the fund balance.

6. Press Releases Sent

- Board meetings announcements

7. Meetings and Events

November 20 – Dave Pfeillshifter about a local history display in the library

November 21 - Meeting with David Hanford of Unifirst

December 2 – MCLS Director’s Council at Lincoln Branch with Tour.

December 3 – Library Staff meeting

December 7 – Evaluation meeting with S. Squicciarini and F. Manion

December 8 – Meeting with Richard Barone about his FOIL request for library meeting room records

December 11 – 2 meetings with auction winners at Evans

December 12 – Worked Saturday

December 14 – Town Department Head meeting

December 14 – Meeting with Supervisor Bello, Town Attorney Smith, S. Squicciarini, F. Manion.

December 14 – 2 meetings with auction winners at McGraw

Terry Buford, Library Director

President’s Report:

November 24th: Long Range Planning Committee Meeting with Kerry Ivers.

- Invites will be sent out for Steering Committee (group of about 10 community members) over the next couple weeks.
- LRP Meeting with Steering Committee to be held on Wednesday, February 7th at 7pm.
- Focus group invites will be sent out sometime in March.
- Process will include online survey and community informational meeting.
- **Tentative schedule developed, subject to change:**
 - Focus Groups, April 16th
 - Steering Committee, discuss results of focus groups, May 24th
 - Steering Committee, share draft LRP, July 12th
 - Share draft with Town Board
 - LRP Unveiling, September 10th (close to one-year anniversary in new Library)

December 7th: Director Evaluation delivery with Fran Manion and Terry Buford.

December 14th: Meeting with Supervisor and Town Attorney to discuss Meeting Room Policy.

Email and Other Communications:

- Several emails to continue to work on dedication signage.
- Several emails to work on outstanding issues relating to FFE components.

Several emails to coordinate CSEA contract process

Committee Reports:

Budget: Nothing new

Contract Negotiations: Discussed in Executive Session

Director Evaluation: Fran and Stephanie delivered the evaluation. Fran and Mark are working to upgrade the current evaluation.

Fundraising: Mary Ellen would still like a BBQ.

Facilities: No report

Grants: Next round of construction grants have been submitted.

Long Range Planning Kerry Ivers would like John Perticone to be on the committee. The first meeting is scheduled for Feb. 3. The goal is to unveil a formal plan to the community on September 10th.

Policies: The board should have access to all the library policies. It was suggested the board review one each month. Bud and Terry are working on this.

Friends Liaison Report: Friends' president Terri Dalton said the Friends are very busy. Their membership drive is in process. Their by-laws have been updated. They sponsored the "Brunch with Santa" on Dec. 13th. In March they plan a thank you to the community called 'Alice In Wonderland' which is not a fund raiser. And they are already making plans for the Fun Fest. And the Friends would like to start a grandmother's group.

Foundation Report: President Mary Joyce reported that the book spines are very popular.

Town Board Liaison Report: The budget has passed. The swearing in of the election winners will take place on January 1st. A reception will follow at the library. Department heads will be named. And the town received a grant (part of the Finger Lakes Grant) for the 590 area which will be reviewed for renovation. The senior study should be completed January/February time frame to share with the Town Board.

Old Business:

Vending at new library and café area: The board decided to go with a regular coffee vending machine instead of a Keurig to eliminate upfront costs. However, there is an option to upgrade the coffee machine before the two years if the machine is not to their liking. The contract with Servomation is for two years. This motion to go with the vending machine option was passed.

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

New Business:

Review of image depicting multiple board relationships: Mary Ellen's granddaughter Erin, designed this image. A motion to accept and use this image was made and approved by the library board. Mr. Herrema, representing the Foundation, also approved use of this image. The Friends will need to approve at their next meeting.

Set 2016 Library Board meeting dates: The board made a motion to continue to hold the meetings the third Wednesday of each month. This motion was approved but meeting dates can be changed throughout the year if need be.

Building FF&E Review: The list is in three sections – Fina, the library and the builders. The list is slowly being taken care of. It is important that a keypad be placed at the employee entrance so that the security system can start to be used. It was noted that some of the outside lights on the front of the building are off at night.

Meeting Room policy review, FOIL, fees: A foil was made by Mr. Richard Barone to give him all the meeting room reservations and the names of all involved. Robert Freeman of the NYS Committee for Open Government advised that all names are protected information and should not be revealed. However, in investigations by the town attorney, this request has raised other problems concerning charging fees for meeting rooms. Terry is updating the meeting room policy.

General questions: The information desk has been moved away from the front door. It can now accommodate a computer which takes up a lot of desk space. Board discussed ways to remedy the situation. The contract with Toshiba for all the copiers ends in the spring. Discussions followed on what type of copier to use in the future.

New library – Next steps: The board discussed where to place the restored wooden signs. Also, the school is going to build a puppet stage for the children's room out of the tree wood cut down.

President's Remarks: The president said this was probably her last month as board president. She said what an honor it has been. She is so excited that we were able to get the new library. And she said thanks to the staff for all they are doing.

Adjournment: A motion was made and approved to enter into executive session at 9:24pm to discuss CSEA negotiations. The executive session started at 9:25. Closed at 9:43. Meeting adjourned at 9:44.

Respectfully submitted by Anne Boring

Recording secretary for Board Secretary Mark McBride