

Irondequoit Board of Trustees

Monthly Meeting

Minutes of January 20, 2016

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

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

**Excused:** Joseph Genier

**Meeting called to order:** 7:02pm

**Agenda:** Approved with change

**Election of 2016 Officers:** Tabled until February.

**Public Forum:** None

**Board Correspondence and News:** Fran Manion attended a MCLS meeting at the Brighton Library which was a gathering of library trustees. Information was discussed regarding 5 year plans, goals, and needs. All had similar issues which included space, political situations, upgrades, and finances to name a few. Ideas were shared and discussed on how to serve the community better and the needs of all patrons.

A card was received from the staff thanking the board.

**Minutes:** Minutes were approved with two amendments.

**Vouchers:** The vouchers of January 2016 and the final December 2015 vouchers were approved.

**Director's Report:**

**Irondequoit Public Library**

**DIRECTOR'S REPORT**

Wednesday, January 20, 2016

**1. Library System News**

- As the Monroe County Library System works toward a decision on staying with CARL/TLC or moving to another ILS (Integrated Library System) it is holding demonstrations by the various vendors of the latest technology available. These demonstrations, open to any MCLS library staff, are being held at the Irondequoit Public Library.

**2. Town News**

- Town of Irondequoit DPW Commissioner Patrick Meredith is leaving to take a job with the NYS Department of Transportation. Commissioner Meredith has been a very dedicated supporter of the

new library and an instrumental part of the construction team. We will miss his dedication, hard work and great sense of humor.

- Winter fest is 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 night cleaning person has been hired.
- Vending machine installation coming in approximately 2 weeks.
- All items listed as library responsibility on the FF&E list have been purchased.
- Below are some statistics on use of the new library I sent to Adam's assistant for his State of the town speech.

#### **As of Dec 31<sup>st</sup>:**

1. The new library has loaned 195,986 items to customers. This is a 26% increase over the same period last year.
2. 133,107 people have visited the new library. A 34% increase over the same period last year.
3. There have been 351 reservations taken for meetings and events held by various clubs, community groups and businesses in library meeting rooms. Double that number at least when considering all the people who've been able to use them without making a reservation.
4. There are approximately 167,000 books, magazines, DVD, CDs and other materials to borrow.
5. 1332 new library cards were issued. This is a 285% increase over the same period last year. That means 1332 people either returned to using the library or began using it for the first time!
6. We have held 12 workshops and classes in the Maker's Lab since we opened with 55 people attending. All were supervised uses of the 3-d printer and other equipment and tools. We are still educating ourselves on the capabilities of all the equipment in the Makers lab but hope to be able to offer unsupervised use eventually.
7. Some unexpected benefits. Excitement in the community about the new library has allowed us to recruit many new volunteers without advertising. Just by being here. Since we opened 10 adults and 15 teens have signed up.

#### **Plan for completion of RFID implementation**

1. Purchase equipment to build mobile tagging carts to replace leased tagging carts that must be returned to Bibliotheca. Completed.
2. Install and setup new equipment. In progress.
3. Train additional staff and or volunteers to tag items. In progress.
4. Tag high theft items first, DVD, CD and BOCD. 90% complete.

5. Tag remainder of collection.
6. Goal: Tagging taking place all day, every day until complete by end of year.

#### **Staff meeting schedule**

1. Full day staff meetings Monday, February 15 (President's Day); Tuesday, June 14; Friday, November 11 (Veteran's Day).
2. Morning staff meetings at 9 AM every other week or twice per month. Thursday, January 21; Tuesday, February 2; Thursday, March 3; Tuesday, March 29, etc.
3. Due to the high percentage of part-time employees the morning staff meetings must be held on different days of the week to avoid singling causing any one group of employees from missing the meetings.

#### **4. IPL Personnel Report**

- The 3 new Library Assistants have begun work and are being trained. They are Stephanie Blando, Emily Baker and Michelle Elsbree.
- Two part-time Library Clerks have left us. Barb Apai has retired and Molly Bacon has resigned to return to college. Part-time Library Assistant Michelle Beechy has left to take a full-time position as School Librarian at Aquinas High School.

#### **5. Financial Report**

- **Vouchers of note:** 2015, #331 Unifirst, rental mats for entryway @\$29 per week. 2016: #14 Postler and Jaeckle, for 6 months of HVAC periodic maintenance.
- **Financial report:** Reviewing the 2015 budget report will show that we are \$34,612 over budget with a few more invoices from 2015 still to pay. I believe this is all a result of one incorrect line in the budget. The report is showing a \$92,505 payout for Workman's Compensation. I believe this payout was already covered by a large withdrawal from the library fund balance in 2015 or even as early as 2014 when the negotiations with the injured former employee were taking place. I spoke to Comptroller Sealy about this and she is investigating.

#### **6. Press Releases Sent**

- Board meetings announcements

#### **7. Meetings and Events**

December 30 – Meeting with IPL Acquisitions Team

January 5 – Meeting with Supervisor Bello, Town Attorney Smith and Library Board reps

January 6 – Meeting with IPL Programming Team

January 7 – Meeting with cleaning company rep

January 7 – Meeting with Servomation rep

Terry Buford, Library Director

**President's Report:** The staff reports included this month were liked by all board members.

**January 1<sup>st</sup>:** Attended the Oath of Office Ceremony.

**January 5<sup>th</sup>:** Meeting with Supervisor and Town Attorney to discuss Meeting Room Policy.

**January 6<sup>th</sup>:** Meeting with Terri Dalton and Carolyn Hamill of the Friends to discuss the upcoming Community Thank You event.

**Email and Other Communications:**

- Several emails to continue to work on dedication and other outstanding signage.
- Several emails to coordinate CSEA contract process.
- Sent emails inviting members of the community to serve on the Long Range Planning Steering Committee.
- Responded to email from patron regarding cleanliness of the Library.
- Responded to email from resident Christine Hoshowsky (active in Rochester Ukrainian Group) wishing to donate a framed poster of the Library of Congress Bicentennial Stamp to the Library. Presentation to take place on February 17<sup>th</sup> during an event they are holding at the Library.
- Reached out to Art Club regarding Art Show concerns.
- Sent thank you letter to Bob Cudzilo, Southpaw Designs, for donating the refinishing of the two historical IPL signs.
- This email from Nora Pelish, recognizing Craig Marasco, dated January 15<sup>th</sup>:  
*Terry and Stephanie,*

*I would like to recognize Craig Marasco for going above and beyond today.*

*Craig helped me rework both Circulation and Reference desk schedules this morning due to multiple last minute staff illnesses and scheduling errors. He updated the schedules online for me. Heroically, he worked 6 hours at service points and even interrupted his lunch hour to reconnect my desktop. He was helpful, flexible and gracious.*

*Nora Pelish  
Irondequoit Public Library*

Respectfully submitted,  
*Stephanie A. Squicciarini, Board President*

**Committee Reports:** Some committees are no longer needed and will be eliminated.

**Budget:** Keep

**Contract Negotiations:** Not needed after contract is signed. More will be discussed in executive session.

**Director Evaluation:** Will become the more inclusive personnel committee. Bud Birchard was added.

**Fundraising:** Remove (Foundation report will cover the same ground).

**Facilities:** Keep

**Grants:** Remove.

**Long Range Planning:** Keep. February 3<sup>rd</sup> is the first steering committee meeting.

**Policies:** Keep

**Friends Liaison Report:** There will be an Alice in Wonderland special on March 5<sup>th</sup>. It will be a Mad Hatter Tea. This will be a 'thank you' to the community. The Fun Fest will be held May 7<sup>th</sup>. The Friends' by-laws have been approved and adopted. Ann Bayley announced she is resigning from the Friends' board.

**Foundation Report:** Discussion on the possible merge of the Friend's and the Foundation, such as the one done at RPL, will continue.

**Town Board Liaison Report:** After the Town Board meeting on Thursday, the Evans Library will revert back to the school district. The sale of the Medley Center is due Thursday but the owner is trying to stop it. Met with Gloria Hunter, the new representative from Senator Funke's office. The \$50,000 grant from his office was discussed with the board and what it can be used for and if it is really available. John is unsure of the sale of the McGraw branch and thinks it will be put back on the market. There is only one part-time maintenance person out of three working at the library at this time and he only works 8-12. Monday thru Friday.

#### **Old Business:**

**Review and discussion of proposed changes to By-Laws:** The Board discussed a possible amendment to Article I #3 - of the Trustee By-Laws concerning the current language indicating that a Trustee shall not serve more than 2 five year terms. The Board discussed a possible amendment to Article III #2 – concerning the language specific to the Officers of the Board and the current language "An individual shall serve no more than two successive terms in the office of President. However, if the Board determines that extenuating circumstances exist, the Board may vote to extend the presidential term for a period not to exceed two years."

**Vending at new library and café area:** The vending machines from Servomation should be installed with the next two weeks.

#### **New Business:**

**Renewal of Library Trustees Association Membership:** After a discussion a motion was made to renew their membership and approved by the board. Renewal cost is \$225.

**Renewal of Chamber of Commerce membership:** After discussing, a motion was made to renew the membership and approved. Renewal cost is \$250.

**Building FF&E Review:** Supervisor Bello said the library should pay for all items now from the operating budget. Many things are missing or not yet received or incorrect items received at this point. Lengthy discussion followed

discussing all this and trying to resolve. Liaison Perticone will meet with the supervisor to find answers for the board.

**Meeting Room policy review, FOIL, fees:** The meeting room policy has been revised. Most fees eliminated. The few remaining fee based uses will be handled by the parks and Recreation Department. A motion to adopt the meeting room policy as amended was made by the board and approved.

**Weekend Incident at Library:** A patron, Michael Gallagher, was very disruptive and caused problems at the library last weekend which resulted in the police being called. The board advised keeping a paper trail on this and other similar incidents by submitting incident reports. If a patron is disruptive, call 911. If the patron continues to be disruptive on other occasions, the police will be called and the patron banned from the library.

**General questions:** In response to a question from a trustee about the empty new book shelves the Director noted that a three month test is in place whereby all new books are to be sent to the next person on the hold list no matter where the patron resides rather than Irondequoit holding new items for 6 months before releasing them to all libraries. Although this will result in holds being filled quicker for all county residents it may also result in much emptier new book shelves for local browsers.

**President's Remarks:** As always thank you to all.

**Adjournment:** Motion was made and approved to enter into executive session for the purpose of discussing CSEA negotiations at 10:03. Executive session began at 10:04pm. Board discussed the current status of the contract. Motion was made to exit executive session and return to regular meeting at 10:20pm. Motion to adjourn the regular meeting was made and approved at 10:21pm

Respectfully submitted by Anne Boring

Recording secretary for Mark McBride