

Irondequoit Board of Trustees
Monthly Meeting
Minutes of February 17, 2016

Present: Stephanie Squicciarini, Francine Manion, Bud Birchard, Mary Ellen Jones, Mark McBride, Joseph Genier

Also Present: Terry Buford, Library Director, John Perticone, Town Board Liaison,

Excused: Jack Herrema

Meeting called to order: 7:00pm

Agenda Motion approved

Discussion of proposed by-laws changes: A motion was made and approved to remove the last two sentences from Article III, section 2. *An individual shall serve no more than two successive terms in the office. However, if the Board determines extenuating circumstances exist, the Board may vote to extend the presidential term for a period not to exceed two years.*

Election of 2016 Officers: A motion was made to have the secretary cast one vote to keep the slate the same. Motion was approved and the secretary cast the vote.

Public Forum: None. The Rochester Ukrainian group made a presentation to the library to donate a framed Library of Congress poster and a book on Ukrainian history: The gates of Europe by Serhii Plokyh.

Board Correspondence and News: None

Minutes: A motion was made to approve the minutes for January 2016 and approved.

Vouchers: The vouchers for February 2016 were approved.

Director's Report:

1. Library System News

- The MCLS ILS (Integrated Library System) evaluation committee has narrowed the field to two options. They are CARL/TLC our current provider and Innovative Interfaces/Polaris. The two finalists are being asked to provide their best and final offers.

2. Town News

- Town of Irondequoit interim DPW commissioner is Bob Kiley.

3. IPL News / Facilities report

- I'll be doing a conference call on Tuesday, February 16 with the manufacturer of the OLED lighting for background for a design award application.
- Vending machine installation done. There may be electrical issues in the café that need to be addressed.
- The P.O.s are done and Vargas is ordering the remaining items on the FF&E list.
- The DVDs, CDs, and BOCDs have all been RFID tagged except for any items still in the hands of library patrons.
- Craig Marasco, Matt Krueger and John Scalzo are launching a teen tech tutor program to match teen volunteers with patrons needing help with any computing or mobile device issue. This does not replace the one-on-one tutoring service or the EBook Afternoons program which will continue as before.
- Supervisor Bello is bringing in cleaners from other town buildings to address cleaning while vacancies are filled.
- Staff entrance keypad for the security system has been installed.
- Because we let the Relay for Life organizing committee use our meeting rooms we will be listed as a sponsor and our name and logo will appear on all their signage and publicity.

4. IPL Personnel Report

- The 2 new replacement part-time library clerks have been hired and are being trained. They are Thia Harris and Mary Jean Weld.
- We are in the process of recruiting to fill the remaining part-time Library Assistant position.

5. Financial Report

- **Vouchers of note:** #30, Fibertech Networks, for Wi-Fi internet services; #32, Fusion Digital, for offsite storage of backup tapes; #34, Harris Beach, for legal services.
- **Financial report:** I don't have a final report from Comptroller Sealy on the workers compensation situation yet so I cannot yet say where we stand for 2015. Obviously we have enough fund balance to cover almost any final expense total. However, our 2016 budget is balanced with the help of fund balance funds so we cannot yet know if the 2016 budget will be affected by this. The current 2015 deficit if not adjusted is approximately \$70,000. Without the worker's comp charge of \$92,000 the 2015 budget would be running a surplus of \$22,000 to be returned to the fund balance. These numbers illuminate the importance of making sure we have an accurate accounting of our worker's compensation costs.

6. Meetings and Events

- January 21 – Library Staff meeting
- January 22 – Meeting with DPW Commissioner Bob Kiley

- January 24 – Work Sunday
- January 26 – Meeting with Senator Funke and library advocates
- January 27 – Meeting with Greece PL director C. Guthrie
- February 1 – Meeting with Parks and Recreation staff
- February 3 – MCLS Director’s Council, full day retreat
- February 6 – Work Saturday
- February 9 – Meeting with Jeff Allen of Bibliotheca
- February 11 – Acquisitions meeting
- February 15 – Library Staff meeting

Terry Buford, Library Director

President’s Report:

January 22nd: Attended meeting to discuss the community thank you event now scheduled for April 2nd.

February 3rd: Long Range Planning Steering Committee meeting.

Email and Other Communications:

- Several emails to coordinate CSEA contract process.
- Sent emails welcoming community members to the Long Range Planning Steering Committee.
- Several emails pertaining to Long Range Planning process.
- Several emails pertaining to outstanding library issues and cleaning situation.
- Responded to member of the Irondequoit Art Club regarding suggestions pertaining to meeting room use, policies, and procedures.
- Responded to an email from a daughter, Elisa Lanzi, informing us that her Mom, Sally Lanzi, who passed away recently, requested memorial donations be sent to the Library. She is requesting a list of donors so that she can send thank you notes.

The Board appreciated the monthly reports from the staff. They were really impressive and gave members of the Board a better understanding of all that they do. They suggested sending a letter to the staff from the whole Board and also forwarding these reports to the Town Supervisor.

Committee Reports: Committees were reorganized to better reflect current needs.

Budget: No report

Long Range Planning: The February 3rd meeting had a good representation which included a mom, a library supporter, Terri Dalton (Friends), Sue Bonkowski from the Foundation, and library employee Virginia Payne. They are going to formulate a survey and Kerri Ivers of the town development department will help us. The goal is to have this done by the first year anniversary of the library.

Facilities: Board discussed the problem regarding the lack of cleaners for the library. They also discussed the library security system.

Grants: Remove.

Long Range Planning: Keep. February 3rd is the first steering committee meeting.

Personnel: None

Policies: The Board plans to review one a month but none are available for review yet.

Friends Liaison Report: No report. Stephanie plans to attend the next Friends meeting.

Foundation Report: The Community Thank You event will be co-sponsored by the Foundation, Friends and the Library Board. The Board approved a payment of \$250 for their portion of the cost. The wood waste baskets that the high school is making from the wood from the trees that were cut down on the Town Campus, will be donated all at one time. And ancestry.com, funded by the Foundation, will soon be added to the library.

Town Board Liaison Report: The Town is getting quotes for elevator service and the library will pay a share of the cost. All FF&E items have now been ordered. RGH will be moving into the old Tops Plaza, the Town has demolished two more houses, and a new offer has been made for the sale of the McGraw Branch.

Old Business:

Vending at new library and café area: The vending machines are now working at the library.

Incident at the library: Ideas were discussed on how to handle the situations with unruly or combative patrons. The current complaint is with Michael Gallagher. Mary Ellen made a motion to have him banned from the library. Motion was approved with Joseph Genier abstaining. A letter will be written by the Board and sent to Mr. Gallagher.

Meeting Room policy: As no fees will now be charged a larger number of use is expected. The board decided on the following: no last minute room reservations, must be reserved a minimum of 4 hours in advance; the library does not guarantee room setup, groups must be prepared to set up furniture; the library is not responsible for lost items; failure to adhere to all meeting room policies may result in losing the room. A motion to approve these revisions was made and approved.

Evacuation Plan: A plan was presented at the staff meeting held on Feb 15th. Mr. Perticone said that Homeland Security will review the plan. Town fire Marshall Greg Merrick is being asked to review the plan. Mr. Merrick is also concerned about safety when meeting rooms are used after 9pm.

Building FF&E: Additional furniture has been ordered. Fina and Sedgewick staff will visit to inspect.

New Business:

Promote Library Assistant to Librarian I: After a brief discussion, a motion was made to promote Craig Marasco to Librarian I. It has also determined that while Library Assistants must be hired off the Civil Service List, Librarian Assistants are not and yet have the same qualifications. Using this job title allows the library more flexibility in hiring part-time personnel.

Ad Hoc Committees: The Board discussed using these committees for doing research on specific issues such as grant applications. This would also give the board a pool of people with a lot of training and insight into library issues so when a trustee's term is up, committee members could be recruited to fill vacancies on the board.

Collaborative community thank you event: This will be held April 2nd from 2-4pm. The Friends, the Town and the Foundation are all involved. The estimated cost for each group is \$250. A motion was

made to issue a check for this amount and send to the Friends. Motion was approved. Fran Manion will get and send the check.

General questions: CD's, DVDs and Books on CD are all RFID tagged and taggers are now moving on to books.

President's Remark: As always thank you to all.

Adjournment: A motion was made and approved to enter into executive session at 9:37 pm to discuss CSEA negotiations.

Executive Session - 9:37pm

Motion made by Joe G. at 9:42 to grant Stephanie and Francine the authority to represent the board and make the final decision on the CSEA contract negotiation. Seconded by Bud B. Everyone voted in favor.

Motion was made and approved to go back to regular meeting 9:44pm

A motion to adjourn the regular meeting was made and approved at 9:45 pm.

Respectfully submitted by Anne Boring

Recording secretary for Mark McBride