

Irondequoit Library Board of Trustees

Monthly Meeting

Minutes of March 16, 2016

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

Also Present: Terry Buford, Library Director; John Perticone, Town Board Liaison; Anne Bailey, Friends of the Library

Excused: Jack Herrema, Mary Ellen Jones, Mark McBride

Meeting called to order: 7:00 pm

Agenda: Motion Approved

Board Correspondence: Craig Marrasco was recognized by a resident for his excellence in customer service and support.

Minutes: A motion was made to approve the minutes of February 2016 with changes.

Vouchers: The vouchers for March 2016 were approved.

Director's Report: Terry reported on specific topics relevant to his role as Director.

1. Library System News

- The MCLS ILS (Integrated Library System) evaluation committee has chosen to remain with e CARL/TLC as our ILS provider. I am attaching the memo from the committee explaining their decision.
- One thing that will change about ILS operations is that the solution will be hosted by the vendor much as many of our other online solutions are. No more mainframe computer in an air-conditioned room downtown.
- I will be a member of a newly formed team of library directors who will review system policies and member policies to find opportunities for standardization within the system to improve the customer experience.
- The Rochester Public Library has announced that for a trial period of one year they will stop charging overdue fines on children's and teen materials returned to RPL locations. This will be done no matter what the point of origin of the loan. This could significantly affect revenue for the IPL when patrons learn of nearby locations that will cancel some of their fines.
- A Trustee Orientation class from MCLS is available again. This session is suitable for both new and experienced trustees. We will cover the structure of

MCLS, trustee roles and responsibilities and the New York Library Trustees Online website with plenty of time for questions at the end. The session will be held at 7 pm. on Thursday, April 7 at the Chili Public Library, 3333 Chili Ave. Register and fill out a very brief survey at: <https://www.surveymonkey.com/r/CJLXBRH> or call sally Snow at 428-8051.

2. Town News

- Jeff Hands, head of the Town of Irondequoit IT department is retiring at the end of the month. Jeff has been an incredible help and resource for the library over the years and was especially valuable during the design and construction of the new library. His specialized knowledge of information systems, networking, telecommunications infrastructure and the layout of the underground cables and conduits on campus was incredibly valuable to us during the new library project. Jeff has been so easy to work with and such a genuinely nice person that he will be missed by all of us who worked with him.
- Jeff's assistant Rashad Atkins will be his immediate replacement and he has been a very helpful and dependable asset as well.

3. IPL News / Facilities report

- Disposal of unusable donated books and other discards is going well. We are using a combination of Cascades Recovery, Salvation Army, Goodwill and other charitable organizations.
- New copier leases starting this month.
- Hours sign and endcap signage is in final production at TakeForm
- The P.O.s are done and Vargas is ordering the remaining items on the FF&E list. This includes modifications to the Children's library reference desk and additional shelving in the Children's library.
- The DVDs, CDs, and BOCDs have all been RFID tagged except for any items still in the hands of library patrons. Although we have begun tagging books I don't have a count or an estimated time of completion for the project yet. As a point of clarification when I report that something is tagged that means the RFID tag has been mounted on the package and it has been linked in the database as well.
- Craig Marasco has launched our Teen Tech Tutor program. The first session was well attended with people who dropped in to talk mostly about e-book issues and tablet computing issues. We also have a local Eagle Scout doing computer training for patrons as part of an Eagle Scout project.
- Each Tuesday morning in March and April the American Cancer Society has an information table in our atrium handing out brochures about the Relay for Life event.

- Thank you to the Irondequoit Public Library Foundation. The Foundation has funded the bulk of the computing and other improved technologies that patrons use in the new library. One of the most popular innovations has been the self-service print, fax, scan station from Envisionware. This month the Foundation agreed to:
 - 1) Pay the final invoice for the installation of the Envisionware products, \$2,500.
 - 2) Pay to add credit/debit card services to the Envisionware station, \$2,500
 - 3) Pay for a subscription to Ancestry.com the online preferred source for genealogical research.

4. IPL Personnel Report

- After getting the go ahead from Monroe County Civil Service Department to use the Librarian Assistant job title in place of Library Assistant we are moving ahead with the process of recruiting to fill the vacancy created when Michelle Beechy departed.
- The full-time cleaner will be considered by the Town Board at their March meeting.

5. Financial Report

- **Vouchers of note:** #48, Boland Irish Dancers, for program presentation; #51, Terry Buford, to renew our website addresses with BlueHost, paid on my credit card; #53, Concord Electric, for changes to building electrical system; #76, Staples, for the FF&E items the library is responsible for purchasing.
- **Financial report:** Comptroller Sealy has told me that she expects that the town's self-insurance fund will cover the costs of the 2015 worker compensation settlement. She would not promise me it will happen but she expects it as this is what has happened in the past. She stated that when the town board officially closes the 2015 books we should know what the final numbers will be. To review, we had \$8,000 in our worker compensation budget before we were hit with a \$92,000 settlement charge. This \$84,000 difference turned a \$3,000 deficit into an \$87,000 deficit. For 2016 things are going well financially so far. With 16% of the year elapsed, we have expended 10% of our expenses and collected 94.1 % of our revenue. We are at 15% for miscellaneous income and 14 % of library charges.

6. Meetings and Events

- February 29 – Staff meeting
- March 1 – Meeting with Kurt Thomas of Servomation
- March 2 – Meeting with David Johnson of Postler and Jaeckle

- March 2 – Meeting with Joe Shembada of Tyco
- March 3 – Meeting with Fina Santiago of Vargas Associates
- March 4 – Acquisitions team meeting
- March 5 – Meeting with Tamara Denysenko of UFCU
- March 9 – Meeting with Fina Santiago of Vargas and Reps from Sedgwick Interiors
- March 10 – Town Library Director’s Council in Pittsford
- March 11 – Conference call with Jaime Wells of Envisionware
- March 14 – Town staff meeting
- March 15 – Staff meeting

Terry Buford, Library Director

President’s Report: Stephanie reported on specific topics relevant to her role as President.

February 23rd: Attended Friends Board meeting.

February 26th: Attended meeting to discuss the community thank you event now scheduled for April 2nd.

March 10th: Attended Contract Negotiation meeting.

Email and Other Communications:

- Several emails to coordinate CSEA contract process.
- Several emails pertaining to Long Range Planning process.
- Telephone conversation with Supervisor Bello confirming change in maintenance staff as well as plans for budget impacts.
- Sent thank you letter to Christine Hoshowsky and the Rochester Ukrainian Group for the framed Library of Congress poster.
- Emails regarding patron behavior policy and need for an unattended child policy.
- Emails pertaining to financial support for the Alice in Wonderland community thank you event.
- Emails pertaining to library services being facilitated through the Friends.
- Emails pertaining to warranties on furniture.
- Emails pertaining to proposed new policies.
- Emails pertaining to Foundation support.

Additional items of discussion:

- The Board will recognize Mr. Hands, the town of Irondequoit IT Coordinator, who is retiring at the end of March. He has been exceptionally supportive of the new library.
- Thanks to the Library Foundation for their payment of 3 additional services for the library to support requests by residents.
- A motion to support the Friends Craft and trunk Sale at the same monetary level as 2015 was approved.

Committee Reports:

- Budget: no report
- LRP: each member of the Board needs to forward to the Steering Committee at least one thing that they would like to learn from the survey, should send this information to Kerry Ivers. Process is slow. Focus groups will meet on April 30.
- **Facilities:** 1) A discussion on safety issues for lockdown, lock out, active shooter, and evacuation situations occurred. Joe will connect with Homeland Security to get proper guidance on requirements. Joe and Terry will begin safety policy development. 2) New information desk will be ordered for location by stairway. 3) Terry is working with Simplex-Grinnell regarding security codes. Terry is still working on punch list of minor facility issues, especially door and “new building” issues relating to flooring and furniture.
- **Personnel:** Fran Manion, Mark McBride, and Stephanie Squicciarini will develop an action plan for this committee. Staff reports are very well done and appreciated by Board members. Some concern expressed that they are so conscientious, they may spend too much time developing the reports each month; however, discussion on this indicated that the staff members reporting would like the Board to know what they are actively involved in on a daily basis. Kudos to the staff members reporting.
- **Policies:** The Board continues to plan on reviewing at least one policy per month. Plans provided this month will be reviewed later in the meeting.

Friends Liaison Report: The Friends are continuing to accept sponsorships for the May 7th Craft and trunk event. The April 2 Thank You Tea for the community is moving forward and will occur from 2-4 pm for the children. It will have crafts for the younger children and will be catered by Tasteful Connections.

Foundation Report: The Honor Society is working on the box for food donations that will be placed at the Library.

Town Board Liaison: The Town is closing out all of 2015 work and budget items. A connection has been made with Mr. Funke’s office regarding the grant funds promised. If we pursue an irrigation system for the lawns around the library, we will need to do an RFP. The library door issues have been addressed. There is nothing new on the sale of the McGraw building.

Old Business: The following old business was discussed:

- Meeting room policy: no changes; Craig Marrasco worked with the Parks and recreation representative regarding use of Evanced room booking software for the booking of rooms.

- Building FF&E: multiple issues addressed in the children's room, processing department, back room, trash cans, mobile display cases and signage. Most of the issues have been addressed or are in the process of being resolved. John will work with Terry to resolve the furniture issues in the children's room and conference rooms.
- Ad Hoc committees will maintain in the Old Business section of the agenda.
- April 2 Community event co-sponsored by the Board, Foundation, and the Friends: Stephanie will email the specifics of the event to all Board members.

New Business: The following new business was discussed:

- The Board needs to have the entire Board or a majority of members to review, modify, and/or accept any policies we have under consideration at any time.
- Makers Lab discussion tabled until April.
- Children's Room Policy: we will temporarily agree to use the current policy until all Board members are present to review it and approve it. A Trustee suggested that all employees be required to sign off on all policies to signify their understanding of the policy's requirements. This suggestion will be discussed when more Board members are present.
- New books and our lending policy relating to these items were discussed. Terry indicated that this policy was still in discussion at the county level.
- Vending machines seem to be operating well and are being used by the patrons and staff. A suggestion was made to improve the ambiance of the room where the machines are located.

Adjournment: A motion was made and approved to enter into executive session at 8:55 pm for the purpose of discussing CSEA negotiations.

Executive session: 8:55 pm.

A motion was made and approved to have Stephanie sign the MOA, which allows the CSEA contract to be finalized. All Trustees voted in favor.

A motion was made and approved to enter back into the regular meeting at 9:04 pm.

A motion to adjourn the regular meeting was made and approved at 9:05 pm.

Respectfully submitted by Francine Manion