

Irondequoit Board of Trustees

Monthly Meeting

Minutes of April 20, 2016

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

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

Excused: Mary Ellen Jones

Meeting called to order: 7:03pm

Agenda Approved with two changes.

Public Forum: None

Board Correspondence and News: Patron sent a complimentary letter to the library thanking Crag Marasco for his help. Bud Birchard said the board should be aware of the problems coming when doing 2017 budget because of the minimum wage increase. Miriam Ganz, who works with the Foundation, said outdated information is on the e-newsletter. Diane Stark, Friends member, is still in rehab at the Jewish home. The library board would like to do something for her. When she gets home, they suggested getting restaurant gift certificates for her so she does not have to worry about cooking.

Minutes: The March minutes were approved with one abstention.

Vouchers: The vouchers for April 2016 were approved.

Director's Report:

1. Library System News

- All of MCLS will be re-evaluating using the UMS collection agency because new federal rules for collection agencies affect their operations. We have always relied on the final step of the collection process, the credit bureau reporting step, to be the teeth in the process that motivated people to finally respond. People applying for a loan would often contact us about paying what they owed when their credit report showed an uncollected debt that was stopping them from obtaining the loan they wanted or driving up the interest rate. New regulations prohibit that credit bureau reporting step. We will be monitoring how that affects our return on investment on collection agency fees.
- From July 1, 2016 to June 30, 2017 the Rochester Public Library will begin their trial of not charging overdue fines on children's and teen materials returned to their locations. This could affect our revenues and possibly attendance as folks quite naturally gravitate toward places where they won't be charged for returning things late. RPL is fully within their rights as a member library so we will just have to wait and see how this change affects the IPL.

- MCLS is looking into providing a second internet connection to all sites to use for Wi-Fi. As long as the bandwidth is robust enough to equal what we have now this could save us significantly over our current Wi-Fi costs if they can help member libraries get out of their current contracts.
- State library aid increasing 5%. This is a victory for library lobbyists as we have long sought to receive the same size increases as aid to schools gets and it has finally come to pass.
- On April 20th MCLS will begin offering text message notification to patrons. This will be an addition to options we offer now, phone and email notification.

2. Town News

- Working on scheduling another Coffee with the Chief event at the library.
- Scaling back library programming on Thursdays this summer and fall to ease parking demand on campus.
- Heavy use of meeting rooms by DPW and Development Department. They are very happy with the facilities.

3. IPL News / Facilities report

- Final signage installation of exterior hours sign and shelving end cap signs from TakeForm started Wednesday, April 13 and was finished on April 14. A few additional signs frames need to be ordered. We now can print our own inserts for the frames whenever we want to move collections around.
- New copier leases delayed by town attorney, hopefully starting at the end of this month.
- We are recruiting volunteers to work in RFID tagging teams to complete our project. 10 people have volunteered and 5 have already attended the first training session.
- Credit/Debit card services now operational for print release station. Next is implementation for fine and fee payment at circulation desk.
- DPW Commissioner Bob Kiley found us a trash can for outside the front door of the library. It even looks similar to the benches. Thank you Bob!

4. IPL Personnel Report

- We promoted Sue Magee to part-time Librarian Assistant to replace Michelle Beechy. As Sue was a clerk we now need to hire a new clerk and are reviewing applications.
- Steve has returned to full-time duty and I think you'll agree the library looks much better. He is also helping with recycling, light maintenance and keeping track of the punch list.

- We also have a new part-time night cleaner Mike who is doing an excellent job as well.
- I was out sick but I had Craig Marasco present Jeff Hands with our certificate of appreciation on his last day at work.

5. Financial Report

- **Vouchers of note:** #85 Baker & Taylor, not an invoice but a credit for a free year of book reviews integrated into the online ordering system, a \$1045 value, because acquisitions librarian Virginia Payne was so useful to them in working out problems with their new BT360 product they gave us this as a reward for her valuable work; #96 Harris Beach, for labor attorney services, possibly the last invoice we will see from them for a while now that the CSEA contract is settled.
- **Financial report:** As of March 31 the fiscal year was 25% complete. We had expended 17% of our budget and collected 95% of our revenue. We are doing well on our 2 largest library generated revenue lines: Miscellaneous income at 24%, and library charges 23%. Book sale revenue report attached.
- **Statistics:** Public services statistics report included. Numbers have subsided somewhat from the grand opening but still way up in most categories. EBook borrowing remains about 5% of all borrowing.

6. Meetings and Events

- March 22 – Meeting with Kurt Thomas of Servomation
- March 28 – Conference call with Jaimie Wells of Envisionware and engineers.
- March 31 – Punch list meeting with J. Radesi and C. Ladas of Christa plus J. Perticone, J. Genier, G. Merrick. Report sent to board via email.
- April 1 – Meeting with P. Uttaro and S. Snow from MCLS plus other directors to kick off MCLS policy review team.
- April 2 – Attended Friends Community Thank-You event.
- April 6 – MCLS Directors Council meeting at Pittsford PL
- April 7 – Met with J. Genier sent email to Vargas about chair issues
- April 7 – Met with anonymous donor for installation of donated info desk for library lobby.
- April 8 - Library Staff meeting
- April 11 – Conference call with J. Wells of Envisionware.
- April 12 – Met with Comptroller Sealy and town auditors.
- April 13 – Met with Chris Juliano of TakeForm to kick off signage installation.
- April 14 – Met with B. Birchard to review possible amendments to the library personnel policy.
- April 18 – Town staff meeting
- April 19 – Library reference meeting
- April 19 – Tour and meeting the library staff with Supervisor Dave Seeley

Terry Buford, Library Director

President's Report:

March 18th: Attended meeting to discuss plans for April 2nd community thank you event.

March 22nd: Attended Friends Board meeting.

April 2nd: Attended joint Board Community Thank You Event.

April 10th: Met with Fran Manion to discuss personnel subcommittee issues.

Email and Other Communications:

- Several emails to finalize CSEA contract process.
- Signed final CSEA Contract and MOA.
- Sent final CSEA Contract and MOA to Jason Vinette, Town's HR Department.
- Several emails pertaining to Long Range Planning process.
- Sent thank you letter to Mary Joyce D'Aurizio and the Irondequoit Public Library Foundation for their recent support.
- Sent retirement card on behalf of the Library Board to Jeff Hands.
- Emails pertaining to structure and goals of Library Board Personnel Subcommittee.
- Sent email to Craig Marasco acknowledging patron compliment shared at March Library Board meeting.
- Sent email to Craig Marasco acknowledging patron compliment shared by Nora Pelish.
- Emails pertaining to outstanding FFE and warranty issues.
- Responded to email that arrived via the Board email account regarding trash and cigarettes on the grounds around the Library.
- Accepted Mark McBride's resignation from the Library Board.
- Several emails pertaining to process for finding replacement to fulfill Mark's unexpired term.

Committee Reports:

Budget: No report

Long Range Planning: Kerry Ivers sent out surveys due back on April 30th. It was suggested to send the survey to a broader group of people. These can be used as a springboard for the upcoming focus groups which will probably start in June. There were concerns on how to distribute these surveys.

Facilities: Mr. Genier had a punch list with all the problems the library still has. He reviewed all the problems on the list, some of which have been resolved, and others which have a due date of resolution by either April 29th or May 6th. Two outstanding problems are broken chairs from the children's room and the stacking chairs which do not stack well due to an assembly problem. The board unanimously felt the children chairs should be replaced, not fixed.

Personnel: The board needs to acknowledge all promotions and changes. Mary Ellen Jones said she would fill the vacancy on this committee due to the resignation of Mark McBride.

Policies: No report. See IPL Personnel policy under New Business.

Friends Liaison Report: The 'Alice in Wonderland Tea' was extremely well attended. They are selling raffle tickets for 17 items till May 6th. They will be hosting staff appreciation day in June.

Foundation Report: No report

Town Board Liaison Report: The new supervisor of Irondequoit is David Seeley. The town board will need to appoint a new town board member. Four people are very interested in the purchase of the McGraw Branch.

Old Business:

Building FF&E: TakeForm was responsible to make signs to show the Library hours on the outside of the building. However, the signs were to be large enough to see from a car. They are so small they are quite unreadable.

Ad Hoc Committee: Delete

Maker's Lab Policy: They used a copy of Central's policy and tweaked it for IPL. 3D printing is covered in a special part. The board wants this reviewed for safety reasons by the town attorney. A proposal was made to accept the 3D printing policy for the Maker's Lab as submitted upon approval by the town attorney. Proposal accepted.

Unattended child policy: This is an attempt to lay out rules for parents when visiting with children at the library. Examples are 7 or younger has to have a guardian or parent present. Age 8-10 must have a parent or guardian in the library. This policy also has to be reviewed by the town attorney.

New Business:

Filling a trustee's unexpired term: A press release should be sent out to the Post. Emails and newsletters were also suggested. Also post in Town Hall and icat. The deadline will be May 13th. IPL Board will include the town board on the process. By-laws have to be updated. Three terms are ending in December of 2016. The board discussed having different lengths for terms so too many do not leave at the same time. This will be checked out to see if possible and then how to do it.

Confirmation of wage and benefit changes for 2016: This is for unrepresented employees.

Motions made at April 20, 2016 Irondequoit Public Library Board Meeting

Motion to give library director and part-time staff – except pages – the same 2% increase as our represented employees; effective for 2016 fiscal year and retroactive to 1/1/2016.

Motion carried

Motion made for the library director to get identical health and dental benefits as Csea contract, effective 2016.

Motion carried

Motion made for the library director to get the same pay differential for Sundays worked as in CSEA contract for fiscal year 2016.

Motion carried

IPL Personnel Policy: Bud Birchard and Terry Buford have been working to update this policy. Some items presented involve scheduling, overtime pay, vacation approval. Library pages do not get benefits.

General questions not covered elsewhere: An anonymous donor has donated a new information desk in the lobby. Some jobs are not included in the minimum wage increase: This needs to be checked out to see who does and does not get it. The security system was discussed to figure out who will turn it on and off.

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

Adjournment: Motion to adjourn at 9:55pm.

Respectfully submitted by Anne Boring

Recording secretary