

Irondequoit Board of Trustees

Monthly Meeting

Minutes of May 18, 2016

**Present:** Stephanie Squicciarini, Francine Manion, Bud Birchard, Joseph Genier, Jack Herrema, Mary Ellen Jones

**Also Present:** Terry Buford, Library Director, John Perticone, Town Board Liaison, Terri Dalton, Friends, Mary Joyce D'Aurizio, Foundation

**Meeting called to order:** 7pm

**Agenda** Approved

**Public Forum:** None

**Board Correspondence and News:** Library Board president gave kudos to Matthew Krueger and Craig Marasco for all their help with the Teen Book Fest. Great job from start to finish!

**Minutes:** The April minutes were approved with one abstention.

**Vouchers:** The vouchers for May 2016 were approved.

**Director's Report:**

**1. Library System News.**

- I am participating in a committee to review all MCLS policies and explain system governance for the Director's Council.
- Text message notifications for holds and overdue items are now available.

**2. Town News**

- Peter Wehner will be appointed to the Town Board to fill Dave Seeley's vacant seat and Kimmie Romeo will replace him as Chair of the Planning board.
- Town campus will be a stop on a bicycle fund raising tour On Friday, May 20 about 295 bicyclists will stop here for about 20 minutes at the end of a bicycle tour to raise funds for abused and exploited children.

**3. IPL News / Facilities report.**

- New Lanier copiers from United Business Systems are now in place. They can automatically report meter numbers and order their own toner when running low.
- Our 10 volunteers are now trained and are working steadily through the RFID tagging project.
- We have received another shipment of FF&E items including revamped children's reference desk, trash and recycling cans, clocks, whiteboards and display case.

- We have finally got the electronic locks working properly and have programmed them. We also have a swimming pool style latch and locking system for the gate on the children's courtyard as required by the fire marshal.

#### 4. IPL Personnel Report

- Board votes on 2016 compensation and health care reported to HR.
- For workers in upstate New York, the minimum wage will increase to \$9.70 at the end of 2016, and then will increase in \$0.70 increments at the end of each year, until the minimum wage reaches \$12.50 at the end of 2020. After 2020, the minimum wage will increase to \$15 in increments determined by the state Director of the Division of Budget in consultation with the state Department of Labor.

#### 5. Financial Report

- **Vouchers of note:** #113, Adventures in Climbing, \$380, for presentation and climbing wall set up at Farmer's Market/Summer Reading kickoff event; #131, MCLS, \$40,007.50, for semi-annual member cost share payment to MCLS.
- **Financial report:** As of April 30 we were approximately 1/3 through the fiscal year which is a good time to get an accurate snap shot of our budget. At that point we had received 95% of our revenue with miscellaneous income at 32%, library charges at 30% and copier fees at 21%. We have expended 41% of our budget. This is higher than normal due to having expended \$429,000 in interest on the bond anticipation notes and computer leases which is 100% of the budget for that category. We are at or below target with the other major categories such as salaries, 33%; benefits 30%; contractual and operating expenses 15%. I am trying to keep spending low as we move through the year because when this budget was crafted we knew there would be unanticipated expenses related to the opening of the new library.

#### 6. Meetings and Events

- April 25 – Staff Meeting
- April 27 – meeting with Simplex-Grinnell for card reader setups
- May 2 – Town Staff Meeting
- May 4 – MCLS Director's Council Meeting
- May 4 – Meeting with T. Denysenko of UFCU
- May 9 – Meeting with Simplex-Grinnell for card reader setups
- May 10 – Library Staff Meeting
- May 11 thru May 15 – Vacation – Multiple text and emails answered during this time
- May 16 – Town Staff Meeting
- May 16 – Meeting with Postler and Jaeckle
- May 17 – Meeting with Postler and Jaeckle

Terry Buford, Library Director

## **President's Report:**

**May 7<sup>th</sup>:** Attended Friends Fun Fest.

### **Email and Other Communications:**

- Several emails to finalize submission to Town HR regarding resolutions at April meeting.
- Emails pertaining to outstanding FFE and warranty issues.
- Responded to email that arrived via the Board email account regarding Board Vacancy.
- Responded to email that arrived to personal email account regarding Board Vacancy.
- Emails with Supervisor regarding Board Vacancy.
- Responded to email regarding recent Foundation donation.
- Several emails regarding Survey and Long Range Planning Process.
- Attempted to update Trustee Bylaws.
- Send Town attorney Unattended Child Policy and Maker's Lab Policy for review, with permission from Supervisor Seeley. Awaiting response.

## **Committee Reports:**

**Budget:** No report

**Long Range Planning:** Kerry Ivers tweaked the surveys and is sending them out to a larger group for testing. It is becoming hard to find a date for the Focus Groups to find a convenient time to meet.

**Facilities:** Mr. Genier reported on the punch list with all the remaining building issues the library has. He was concerned that many items, which had a due date to be completed by, were still not fixed. He is still working on getting the various contractors to complete all these jobs.

**Personnel:** It was determined that anyone who calls in sick on Sundays will receive no time bank penalty or pay.

**Policies:** The Director read proposed mission statements for all the subcommittees. Director should be involved in the development of the mission statements and be directly mentioned within said statements, not just the policies. There continues to be a problem with entry doors and the issue concerning the doors between the library and meeting room wing. The board discussed this at length.

**Friends Liaison Report:** The Fun Fest held on May 7<sup>th</sup> was a huge success. The Friend's president thanked the library board for their donation to this event. Their newsletter has gone to print. Their membership has grown to 360. They will be hosting staff appreciation day at the library on June 17<sup>th</sup>. NIOGA trustees are coming here to tour the library in July.

**Foundation Report:** They are adding two leaves to the tree after they are engraved. Signs are being made for the Maker's Lab and the Circulation desk recognizing donors. The Foundation will donate a book spine in memory of Jeff Hands. They are continuing to look for donors for some of the rooms.

**Town Board Liaison Report:** Pete Wehner will be appointed to the Town Board at their next meeting. The restaurant people are no longer interested in purchasing the McGraw building. The town has a broker working on selling the building.

**Old Business:**

**Building FF&E & Punch List:** Some things have been taken care of such as clocks, outside trash cans, new reference desk in children's room and display cases. However, still waiting for things like steel shelving for magazines, a CD rack and shelving for the Local History Gallery.

**Maker's Lab Policy:** The board received the proposed policy back from the town attorney. After reviewing changes the board approved this policy.

**Unattended child policy:** The board received this policy back from the town attorney with changes. After discussing these changes and the large number of them it was decided that Terry would incorporate them into the document, review it with the librarians and report back at the next meeting for board approval.

**IPL Personnel Policy:** The Board decided to table this as it is too large to cover at this time.

**Filling a trustee's unexpired term:** This term expires December, 2019. Board president asked M.E Jones to update the by-laws. There are 3 firm submissions and one almost firmed. The board discussed staggering term lengths. NYS Library recommends this to avoid too many terms expiring in the same year.

A motion was made to affirm that the Irondequoit Library Board of Trustees consists of 7 members. This was done to satisfy a technical request of the New York State Library. Motion approved.

#### **New Business:**

**Meeting Room Policy:** Changes made to this policy were:

Nothing can be hung from the ceiling or walls.

Staff is not permitted to help load or unload equipment. The presenters are responsible for this.

The library does not furnish appliances or food or beverages for presentations.

Motion to approve changes. Motion approved.

Code of conduct: Patrons must wear shirts and shoes while visiting the library.

**Patron Misbehavior:** Board discussed banning a particular disruptive student from the library for six months. Motion made and approved.

**General questions not covered elsewhere:** Board discussed patrons parking on east side of DPW building. Suggested removing employees only sign.

Irondequoit Public Library received honorable mention for library of the year. Board feels a cake is in order for the staff on staff day.

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

**Adjournment:** Motion to adjourn at 9:03pm.

Respectfully submitted by Anne Boring, Recording Secretary