

Irondequoit Board of Trustees

Monthly Meeting

Minutes of June 15, 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, Mary Joyce D'Aurizio

Excused: Joseph Genier

Meeting called to order: 7pm

Agenda Amended – added Board Retreat under New Business. Approved with amendment.

Public Forum: None

Board Correspondence and News:

Minutes: The May minutes were approved.

Vouchers: The vouchers for June 2016 were approved.

Director's Report: In addition to his report the board discussed hold fees.

1. Library System News

- There is a proposal from RPL for them to reduce their hold fee to 25 cents per item from \$1. This could have a huge impact on our hold fee operations. We don't breakout individual fines and fees from revenue totals but from looking at the number of items our patrons receive from other branches and factoring in staff holds and forever hold cards I estimate our annual hold fee revenue to be about \$9,000 per year.
- MCLS is considering holding a Trustee Symposium on a morning this fall. They want to know which of these three dates would be best for most of our trustees, Saturday September 24, Saturday October 1 or Saturday October 8.

2. Town News

- Town Board member Nicole Hushla-Re has announced interest in shadowing department heads to better understand what their jobs duties and responsibilities are. I have invited her to shadow me on a Friday or Monday when my day consists of a combination of public contact and behind the scenes work.

3. IPL News / Facilities report.

- We will receive another shipment of shelving and other furniture later this month. It will include additional shelving for the children's library, additional magazine style shelving, shelving for the local history area and shelving tops for the new materials area.

- Next week workers from Sedgwick will remove all the upholstered pads from the meeting room chairs on the first floor. They will be repaired and replaced in 3-4 weeks.
- Sedgwick will also replace the defective Falcon wood chairs with a different chair, exact style to be determined in consultation with R. Otto and A. Holland of the children's library.
- We've signed with Bison Elevator Service for elevator maintenance. Cost is \$152 per month. This represents a significant cost saving over the old Thyssen-Krupp contract where we were paying \$260 per month per elevator. Otis, the manufacturer was offering a contract with pricing similar to the old Thyssen-Krupp deal.

4. IPL Personnel Report

- With the hiring of Ann Byron, Library Clerk, we are at our full complement of employees as allowed by the 2016 budget.

5. Financial Report

- **Vouchers of note:** #150, Messenger Post Media, \$192.72 for our pages in the Parks and Recreation Activities Guide; #155, Simplex-Grinnell, \$288.98 for setting up the electronic locks and lock server; #158 TriCo Door of NY, \$365.95 for repairs to the front sliding doors.
- **Financial report**

2015: Comptroller Sealy reported to me on Tuesday that the town transferred \$70,900 to our 2015 budget as part of the year end budget close out process. This transfer matches the amount we had as a budget overrun due to the worker's compensation settlement. This means our budget balance for 2015 is zero.

2016: As of May 2016 41% of the fiscal year had elapsed. The library had collected 96% of revenue and doing decently with 40% of miscellaneous, 39% of library charges but only 27% of copier. On the expenditure side we have expended 47% of the budget. This percentage of budget expended would be much lower but we are now paying a very large amount of principle and interest for the new building (\$429,277) all of which has already been expended from our budget. This makes our total percentage expended artificially high. We have only expended 21% of the actual operating portion of the budget.

6. Meetings and Events

- May 26 – Meeting with N. Pelish and A. Holland
- May 26 – Staff meeting
- May 31 – Town Department Heads meeting
- May 31 – Meeting with Patrick Ferriter
- June 2 - RRLC Annual Meeting and Award Luncheon

- June 3 – Meeting with Otis Elevator
- June 3 – Meeting with J. Scalzo
- June 6 – Meeting with Irondequoit Art Club
- June 7 – Meeting with Board director evaluation team
- June 8 – Evaluation with N. Pelish
- June 8 – Evaluation with A. Boring
- June 9 – 13 Vacation
- June 14 – Reference meeting run by N. Pelish

President's Report:

May 27th: Meeting with Supervisor Seeley (also John and Mary Ellen) to discuss Board vacancy and outstanding Library issues.

Email and Other Communications:

- Several emails to finalize schedule of interviews for Board Vacancy candidates.
- Several emails regarding Survey and Long Range Planning Process.
 - Process will be amended to focus on survey release, staff feedback, seniors, and steering committee.
- Working with Mary Ellen on correcting bylaws and proposals to staggering term lengths.
- Ordered cake for staff celebration of RRLC Library of the Year Honorable Mention.
- Responded to email regarding donated Flag/Window.

The President made a motion to spend money for a congratulation cake for Honorable mention for best library of the year.

Committee Reports:

Budget: No report but 2017 budget begins soon.

Long Range Planning: Kerry Ivers will attend the Library Staff meeting to chat with employees and get their ideas and input. The survey is ready to go and will be reviewed by the steering committee.

Facilities: Moved to Old Business-Building FF & E.

Personnel: The Board will enter into Executive session after regular meeting.

Policies: Under Old Business

Friends Liaison Report: None

Foundation Report: They have hired a new engraver who will be doing the work now and repair any engraving that has not been done correctly. There is at least one new family dedication plaque ready to be placed.

Town Board Liaison Report: A resolution will be made at the next Town Board meeting to demolish five more homes. There is interest for sidewalks on Oakridge.

Old Business:

Building FF&E & Punch List: The Library hours sign is very small on the building. It is not readable from the parking lot. The name of the Sea Breeze room is missing from the Story hour room. On Tuesday June 21st all

the people involved that put the library together will be meeting to discuss the problems that the library still has.

Unattended child policy: The board reviewed the changes made by the Town's lawyer and input from the staff. A motion was made to approve the policy as amended and approved.

IPL Personnel Policy: This was discussed by the Board making minor changes. It was noted that The Town of Irondequoit Policy will prevail if it is not in the IPL Policy.

Filling a trustee's unexpired term: The Board made a motion to extend an invitation to Michelle Beechey to replace the open position due to the resignation of Mark McBride. The motion was approved. It was suggested that the two remaining candidates should be offered other opportunities to serve. One could serve on an ad-hoc committee representing the Board on the Long Range Planning Committee and one as a Community Member for the Long Range Planning Steering Committee. If they are still interested in the Board when new openings come up, they could submit their names for those vacancies. The Board also discussed varying term lengths to stagger term end dates. This is an approach preferred by the State Library when boards face multiple terms ending at the same date.

New Business:

Board Retreat: This was discussed and the Board decided to wait on this until after the beginning of the year as they will have several new members.

General questions not covered elsewhere: A question was asked if Parks & Rec coordinating meeting rooms was working well. Two people over there have learned our system to set up meetings and it is mostly going well Board.

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

Adjournment: Motion to hold an executive session to discuss the Library Director's evaluation was made and approved. The Board adjourned at 9:17 pm to go into executive session. Executive session called to order 9:18 pm. Library Director's evaluation was discussed. Executive session adjourned 9:26 pm. Board returned to regular session and adjourned 9:27 pm.

Respectfully submitted by Anne Boring

Recording secretary