

Irondequoit Board of Trustees

Monthly Meeting

Minutes of July 20, 2016

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

Also Present: Terry Buford, Library Director, Terri Dalton, Friends

Meeting called to order: 7pm

Agenda Amended – added By-laws under Old Business. Approved with amendment.

Public Forum: None

Board Correspondence and News: Diane Stark, from the Friends, will be going home on Monday. Motion made to send Diane a \$200 gift card from the Board. Motion approved.

An article appeared in the latest trustee newsletter on alcoholic beverages.

The newest Board member, Michelle Beechey, was introduced.

Minutes: The June minutes were approved with two abstentions.

Vouchers: The vouchers for July 2016 were approved with the exception of the Simplex Grinnell/tyco invoice.

Director's Report:

1. Library System News

- Some MCLS member libraries are dropping or have already dropped their hold fee to 50 cents.

2. Town News

- I am aware of very few complaints regarding the 4th of July festivities on campus and the temporary downsizing of the library parking lot. Most patrons were able to cope quite easily especially once we convinced them to move the roadblock some and open up a few more spaces near the building.

3. IPL News / Facilities report

- We have received the new cd bins, history gallery shelving, magazine style shelving and additional shelving for the children's library from Sedgwick.
- We have ordered the replacement chairs for the children's library.

- Sedgwick will also replace the pads on the meeting room chairs and install rubber bumpers to prevent future stacking damage. This will be done one third of the collection at a time with Sedgwick lending us temporary replacement chairs while the work is being done.
- The door locking issues are being resolved. The door lock manufacturer's representative and the contractor who installed them will meet here next week to work on the issue. Repair and/or replacement of all exterior door locks appears to be needed.

4. IPL Personnel Report

- Due to the huge volume, any day we are closed I have to schedule people to come in and empty the book drop. Thank you to DPW for making sure our people had a place to park when they came in to do this over the 4th of July weekend.
- Library Clerk Thia Harris was the winner of the first Caught Being Awesome award for recognizing employee excellence. She made friends with a little boy and his mom through their many visits to the checkout. When she heard he was sick and in the hospital she visited him there and brought him a gift.

5. Financial Report

- **Vouchers of note:** #168, Envisionware Inc, \$78, for 3 months of fax overage fees. First 75 faxes per month are free, small fee after that. #169, Evanced, \$2,120 for annual maintenance and licensing fees for room reservation software. #177, MCLS, \$420 for museum passes for one year. #183, Simplex-Grinnell, \$577.96 for investigating problems with doors and locks.
- **Financial report:** As of the end of June we are 50% of the way through the fiscal year, a good time to assess financial performance.
 - In revenue we have received 96% of expected revenue. We are at 48% for miscellaneous income, 44% for library charges and 31% for copier. Although July and August are our busiest months, if I project revenue for the whole year based on the performance of the first 6 months, we will fall short of revenue projections by approximately \$13,000 or ½ of 1% of the budget.
 - We have expended 56% of our budget. This is deceptively high because our debt principal and interest of \$450,000 has already been fully expended. If this debt cost were being expended on a monthly basis we would have expended about 45% of our budget. So at current spending rates and revenue collection rates we are in decent shape.
 - This does not mean there are no concerns. We have already expended 80% of our substitute employee budget for the year. We will be going over in that category. We are beginning to receive invoices for annual licensing fees for the many new products and services we now use that will surely exceed what was budgeted. I'll know more the extent of these costs in the next two months.

6. Meetings and Events

- June 16 – Acquisitions meeting
- June 17 – Staff training day
- June 20 – Town department heads meeting
- June 21 – Library door issues meeting with construction/design team
- June 23 – Simplex-Grinnell meeting on door locks.
- June 27 – Caught Being Awesome luncheon with N. Pelish and T. Harris
- June 28 – Friends annual meeting
- July 5 – Town department heads meeting
- July 5 – Furniture meeting with Sedgwick, Vargas and children’s librarians.
- July 7 – Meeting with Over 50 Club with a library services presentation
- July 13 – Library tour for visitors from Red Jacket Library
- July 14 – Staff social committee meeting
- July 15 – Reference staff meeting

President’s Report:

June 28th: Attended Friends Annual Meeting.

Email and Other Communications:

- Several emails to communicate results of Board Vacancy interviews.
 - Michelle Beechey, to fill unexpired term (through December 2019)
 - Tyler Kwolek to serve as Ad Hoc Committee member of Board Long Range Planning Committee
 - Betsy Walther to serve as Community member of Long Range Planning Steering Committee
 - Communicated results and selections to Supervisor Seeley
- Several emails regarding Survey and Long Range Planning Process.
 - Survey is live, online and paper submissions
 - Board Committee to meet with Kerry Ivers on July 26th to map out rest of schedule to include meeting with full Steering Committee to discuss results of survey
 - Will need volunteers to enter paper submissions into online form
- Corrected formatting
- Received thank you card from staff for the cake delivered to Staff Training Day in celebration of RRLC Library of the Year Honorable Mention.
- Responded to email from resident regarding request that Town and Board consider transportation from Pinegrove Senior Center to the Library as part of Long Range Plan.
- Began working with Terry, Mary Joyce (Foundation), and Megan (Takeform Signs) on replacement signage and new dedication signage.

Proposal for One Year Birthday Celebration:

- Hold it on Saturday, Sept 10? 11-1?

- Outside, if nice? Need to reserve meeting rooms.
- Book characters
- Music (perhaps the A Capella group that had an awkward performance location at grand opening?)
- Birthday cake/coffee/juice?
- Prize drawings for Book Store Gift Certificates (promote book store, move through back stock)
- Fine Amnesty for one week?
 - Originally proposed at Grand Opening, but decided to wait
 - Staff suggestion from Staff Training Day
 - Only for Irondequoit Residents
 - Only for Irondequoit Materials
 - Not for Lost Items, Only for Overdue/Returned During First Week/Month Open
 - Not for UMS Fees
 - Waive Processing Fee for Lost Items Paid for During Week/Month
 - Bring in Items for Food Cupboard in Exchange for Amnesty
- Invite Friends and Foundation to promote their fundraising efforts
- Unveil newest dedication signage (if will be installed in time)

Committee Reports:

Budget: The Budget kick off meeting is July 21, 2016 at the Town Hall. Fran Manion will be working with Terry to get a proposed 2017 Budget. On 9/14 they will meet with the Town Board and Supervisor regarding the budget. On 10/18 there is a budget workshop and on 11/10 a public hearing on the budget.

Long Range Planning – The planning committee plans to meet early August. Meanwhile the surveys continue to come in – mostly online.

Facilities: Mary Ellen is concerned about the security at the library. It was suggested that library look into additional security cameras.

Personnel: None

Policies: Discuss under Old Business

Friends Liaison Report: They are planning two brainstorming meetings to talk about ways to bring more people into the library. They have changed the method of producing their newsletter to save money.

Foundation Report: Signage is still missing from some rooms. The Library hours sign is very small on the building and is being redone. It was suggested that the old sign be put at the book drop when new signage is completed. The question was asked – what happened to the wood that was being sculpted for different areas in the library. One of those items was a special box for the food pantry.

Town Board Liaison Report: None

Old Business:

Building FF&E & Punch List: The board discussed the things that have been completed and the items still on the to do list. Of major concern is the problem with the door locks as some do not work at all and others seem to unlock at will. This is not an acceptable situation. It causes many problems, one of which is insurance coverage. Mr. Genier will be in contact with Peter Wehner to get this resolved. The floor moisture problem is still unresolved.

IPL Personnel Policy: The changes requested were reviewed again by the board. A motion was made to approve the updated personnel policy as amended. Motion approved.

IPL Board Retreat: - Will keep on agenda but tabled until January.

By-laws: A proposal was made to change the term for honorary trustee appointments for up to five years.

A proposal was made to remove the section from the by-laws that said there should be a teen representative to the board.

New Business:

Hold fees: Many libraries are changing the hold fee to \$.50 from \$1.00. It would cost the IPL approximately \$4,500 per year in lost revenue. After a lengthy discussion, the board decided to wait until the library budget is in place before they make a decision.

Book store revenue – The Board is encouraged by the store revenue. They would like to increase sales and want revenue producing ideas for the next month's agenda.

Bulletin board policy- The Board wanted to review the policy because we are in a new building. It appears to still be a sound policy and should not be changed. It should be noted that this policy was reviewed and the date of review changed.

Library Birthday Celebration – The library will be 1 year old on September 10th. The Board discussed many ideas to celebrate with the community. One idea was to incorporate it in conjunction with the farmer's market. Another idea was to have coffee mugs with the library logo on it. These could also be sold in the bookstore to produce revenue. No decisions were made and will be discussed at the next meeting. The meeting rooms were reserved for that night until decisions are made for celebrating.

General questions not covered elsewhere: None

President's Remark: Thank you and a big welcome to Michelle.

Adjournment: Motion to adjourn at 9:17 pm. Motion approved.

Respectfully submitted by Anne Boring, Recording secretary