

Irondequoit Board of Trustees

Monthly Meeting

Minutes of August 17, 2016

Present: Stephanie Squicciarini, Francine Manion, Bud Birchard, Mary Ellen Jones, Michelle Beechey

Excused: Jack Herrema

Absent: Joe Genier

Also Present: Terry Buford, Library Director, Terri Dalton, Friends, Tyler Kwolak, ad hoc long range planning committee member, John Perticone, Town Board Liaison.

Meeting called to order: 7pm

Agenda: Approved

Public Forum: None

Board Correspondence and News: The Board received a thank you card from Diane Stark for the gift card they sent: a patron sent a letter praising the work of Librarian Craig Marasco and included a donation check for the library.

Minutes: The July minutes were approved.

Vouchers: The vouchers for July 2016 were approved with the exception of the Kathe D'Alfonso dba Exposures invoice.

Director's Report:

1. Library System News

- No major customer service issues have cropped up yet in regard to various member libraries changing hold fee and fine rates.

2. Town News

- I now reside in the town of Irondequoit.
- Ball fields on campus are nearing completion.
- Soccer fields will be built at the rear of the Camp Eastman property.

3. IPL News / Facilities report.

- I have solicited estimates for carpet cleaning. Being open 7 days per week makes it difficult to do large scale carpet cleaning. I'm hoping to find a vendor willing to work over a holiday weekend or from close of business until open the next day.
- We have an upholstered bench in the children's library with a splitting seam and I am checking with Vargas Associates to see if the warranty still covers it.

- The door locking issues appear to be resolved. We have gone over a week without any intervention needed. Doors are now latching and locking as needed and on schedule. Next step is the inner doors between the first floor meeting rooms and tying the alarm system into the employee pass card system.
- I renewed the library foundation's domain name for 3 more years.

4. IPL Personnel Report

- Michelle Dwyer, full time Library Clerk is retiring effective September 30. Michelle has worked for us since 2002 and her husband was a long time DPW employee who recently retired. Michelle is a one of two members of our near super-human processing team. We will miss her for her amazing work ethic, dry sense of humor and positive upbeat attitude. Happy retirement, Michelle!

5. Financial Report

- **Vouchers of note:** #198, Kathe D'Alfonso, uniforms for cleaners; #199 Envisionware, 2 years of mobile print service; #200, Fusion Digital, one year of enterprise anti-virus and network security from Kaspersky and one block of pre-paid service hours.
- **Financial report:** As of July 31, 58% of the year had elapsed. At that time we had collected 57% of library miscellaneous income and 58% of library charges. This means we have nearly closed our revenue gap, for now. August is often our busiest month so there is hope we can keep up the revenue collections to the end of the year without a revenue gap but November and December are often quite slow so the possibility of coming up a bit short in revenue still exists. We have expended 61% of our budget but as I explained last month that number is artificially high due to 20% of our budget dedicated to debt service the total of which is already subtracted from our available operating funds. Last month we were at the 50% mark of the year with 58% of our budget expended so we are on track for bringing total annual expenditures into line with the time of year.

6. Meetings and Events

- July 21 – Budget kickoff meeting
- July 22 – Rick Checchi, Comptroller's office
- July 25-28 Off for moving
- July 29 – Acquisitions meeting with V. Payne
- August 1 – Staff meeting
- August 2 – Meeting with K. Labarr of Fusion Digital and C. Marasco
- August 3 – Conference call with Envisionware
- August 5 – Conference call with TSYS
- August 9 – Meeting with F. Manion for 2017 budget proposal review
- August 9 – Long range plan meeting
- August 10 – Derek Byer, Byer Carpet Cleaning
- August 11 – Tour with Greece library personnel

- August 16 – Staff meeting
- August 16 – Rick Checchi, Comptroller’s office
- August 16 – Meeting with T. Dalton of Friends and K. Asselta of Barnes and Noble.

Terry Buford, Library Director

President’s Report: August 10th: Met with Long Range Planning Committee (Kerry Ivers, Fran Manion, Terry Buford, Tyler Kwolek, and Stephanie Squicciarini) to discuss next steps. Full report below.

Email and Other Communications:

- Received copy of letter acknowledging outstanding service by Craig Marasco. Letter was sent along with a donation to the library to be applied to technology services. Nora sent thank you to patron.
- Responded to email from resident regarding cleaning of the computer area and window sills. Terry included in on reply – to work with cleaning staff to remedy situation.
- Received thank you letter from Diane Stark for Board card and gift.
- Continued working with Terry, Mary Joyce (Foundation), and Megan (TakeForm Signs) on replacement signage and new dedication signage. Replacement of the hours sign close to being finalized.
- Several emails regarding birthday celebration.

Long Range Plan Report:

- Push survey for additional responses.
 - Terry to ask Nate or Craig to put survey promotion on electronic billboard.
 - Send additional e-newsletters.
 - Matt to reach out to schools and teens for additional teen input.
 - Ask Steering Committee to send out to contacts.
 - John to push out additionally through library’s social media outlets.
 - Ask Nate to push out additionally through town’s social media outlets.
- Close survey September 17th to give students more time to respond and allow us time to promote during birthday celebration.
- Staff has been entering paper responses into online survey.
 - Paper surveys available at Library, Town Hall, and Pinegrove Senior Center.
- Supervisor Seeley announced survey during July Town Board Meeting.
- Preliminary responses already promise to provide Strategic Planning, Operational, Personnel, and Budgetary guidance.
- Emails to go out this week to Steering Committee with update.
- Library Board and Steering Committee to get full responses once survey closes.
- Steering Committee to meet early/mid-October to discuss results and begin formulating structure of Five Year Strategic Plan.
- Goal to have Library Board adopt Plan at January 2017 Library Board Meeting.
- Plan to present to Town Board during a Town Board Workshop meeting (date TBD).
- Plan to share preliminary slides of survey results on Library website, to include upcoming steps in the process.

Committee Reports:

Budget: Reviewed under New Business

Long Range Planning – The surveys will continue to be collected through September 17th. Will publicize survey on outdoor electronic sign.

Facilities: None

Personnel: None

Policies: None

Friends Liaison Report: The sign over their shadow box has been installed. They continue to look for alternative fund raisers. One is shopping night at One World on Nov. 2 (want to include a library event at Barnes & Noble on the same night if possible). They also plan to be part of the East Irondequoit garage sale for 2017.

Foundation Report: None

Town Board Liaison Report: The old Philanz Oldsmobile property will be developed. Phase one plan is to build a car wash on Ridge Road E next to the Hampton Inn. Phase two will be a self-storage unit. There is a proposal to build senior living space next to the current apartments on Culver Rd on the St. Salome sight. A new retaining wall will be built on the north side of Titus Ave. and a new sidewalk will be added. This should be completed by the end of the year.

Old Business:

Building FF&E & Punch List: A small set back: the server that controls the door locks is not working properly. It goes to default which means all doors stay locked. The board then discussed the alarm system. And there is an 8-10 week delay in the replacement furniture for the children's room.

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: Tabled

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.

Both motions were approved.

Hold Fee: This reduction in fees will possibly reduce revenue but many area libraries are reducing to 50 cents. Motion to reduce fee to 50 cents beginning on the library's one year birthday was approved.

Book Store Revenue: Revenue is growing. We will begin to offer library logo merchandise as well.

Library birthday celebration: Mary Ellen distributed a sheet with all the ongoing plans for the celebration. The birthday party will be Sept. 8 from 4-8 pm to correspond with the town campus Farmer's Market Night.

New Business:

Teen Library discussion: Discussion on games being played in teen room. Board thinks Matt Krueger, Teen Librarian is doing a good job of regulating use. May need to formalize teen library use with a policy but not at this time.

2017 Budget proposal: This is to be submitted by 8/31/16 to the comptroller. Library wants to hire a few more part-time employees to adequately and safely staff both floors of the library, increase the new materials budget, and make sure there is adequate funding costs associated with all the new services and systems in the new library.

General questions not covered elsewhere: None

President's Remark: Thank you for all the hard work everyone is doing and thank you to Tyler for joining the group.

Adjournment: Motion to adjourn at 9:08 pm. Motion approved.

Respectfully submitted by Anne Boring

Recording secretary