

Irondequoit Board of Trustees
Monthly Meeting
Minutes of September 21, 2016

Present: Stephanie Squicciarini, Francine Manion, Mary Ellen Jones, Michelle Beechey, Jack Herrema

Excused: Bud Birchard

Also Present: Terry Buford, Library Director, Carolyn Hamill, Friends, Tyler Kwolek, ad hoc trustee, John Perticone, Town liaison

Meeting called to order: 7pm

Agenda: Approved with change

Public Forum: None

Board Correspondence and News: A patron emailed the Board President claiming that board minutes seemed to be missing from the web page. Minutes must be approved by the board before they are put on the site.

Fred Skalny, member of the Skalny family that made a large donation to the foundation passed away recently.

Minutes: The August minutes were approved with one change.

Vouchers: A motion was made to approve the August vouchers and approved.

Director's Report:

1. Library System News

- It is now possible to have CARL remember what you have borrowed even after returning it. Patrons have asked for this for many years and CARL has been promising it. You must go into the CARL catalog, log in to your account, go to opt-ins and notifications and select "save my loan history".

2. Town News

- Drug free community forum held at library with Senator Funke and Supervisor Seeley in attendance.
- Ukrainian American Foundation met at the library Sunday and welcomed dignitaries from Ukraine.

3. IPL News / Facilities report

- Postler & Jaeckle technicians have been in all week trying to address issues with our HVAC system that develop whenever the outside temperature changes dramatically.

Temperatures in some rooms go very high and the system doesn't respond to adjustments to the thermostats. Work is ongoing but technicians tell me it appears the problem may be caused by some defective parts that will be replaced free of charge.

- Hold fee reduction from \$1 to 50 cents has been implemented. Customers seem very happy especially knowing that any hold cards they have won or purchased haven't lost any value.
- Mugs and tote bags now on sale. Tote bags \$9 +tax, mugs \$8 +tax.
- In the free standing display case we are currently displaying toothpick and matchstick models from Irondequoit resident Patrick Ferriter. He called it "an honor" to have them displayed here. They are amazing.

4. IPL Personnel Report

- We are interviewing replacements for the part-time library clerk who resigned and the full-time library clerk who is retiring. The full-time position is being converted to 2 part-time positions so we are seeking 3 part-time clerks at this point.
- Because the full-time clerk who is retiring works in the processing department we are currently selecting and training other staff for processing duties.

5. Financial Report and Vouchers

- **Vouchers of note:** #226, Fusion Digital, for the renewal of licenses for VMware; #242, Postler and Jaeckle, for materials used in periodic maintenance; #247, Staples for office supplies including 6 more lightweight folding tables for meeting rooms.
- **Financial report:** As of August 31 we were 67% of the way through the current fiscal year. The library had collected 97.3% of its revenue and expended 66.6% of the budget. In our 2 biggest library generated revenue categories we are at 66% of miscellaneous income and 67% of library charges.

6. Meetings and Events

- July 21 – Budget kickoff meeting
- August 22 – Simplex-Grinnell
- August 23 – Chris Snelling, Empire Digital Signs
- August 23 – Acquisitions Team
- August 24 – Staff meeting and NY Life reps
- August 26 – Patron, Fallon Houston
- August 29 – Town department heads
- August 30 – Management team and maintenance
- August 30 – Simplex-Grinnell conference call
- August 31 – Simplex-Grinnell
- September 6 – Procurement meeting with town attorney
- September 6 – Staff meeting with NY Life reps
- September 7 – Sign installation with TakeForm
- September 13 – Town department heads
- September 14 – Budget meeting with Supervisor Seeley
- September 16 – Chief Tantillo, IPD

- September 19 - Library tour for group of residents and former residents.

Terry Buford, Library Director

President's Report:

President's Report – September 21, 2016

August 30th (around this date): Met with birthday party planning committee.

September 14th: Budget proposal meeting with Supervisor Seeley.

Email and Other Communications:

- Several emails regarding birthday celebration.
- Emails regarding replacement hours signage and additional dedication signage. All complete.
- Emails regarding outstanding furniture and building issues.
- Responded to email from the Friends regarding their donation to the birthday celebration.
- Emails regarding upcoming budget discussions.
- Trustee Joe Genier emailed his resignation.
- Informed Supervisor Seeley and Councilman Perticone of Joe Genier's resignation.
- Sent thank you letters to businesses and organizations who donated and/or supported the Library Birthday Party.
- Sent personal thank you notes to staff (and Tara who played Hermione) who assisted with the Library Birthday party.

Other:

- Updated bylaws to include voted changes at August meeting.
- ADDITIONAL PROPOSED CHANGE:
 - Article IV, Meetings:

Section 8 currently reads: *If any trustee shall fail to attend three (3) consecutive meetings without excuse accepted as satisfactory by the Board, that trustee shall be deemed to have resigned, and the vacancy shall be filled as per Article I, Section 4. (Education Law, Sec. 226) Trustees may also be removed for cause for failure to comply with provisions included in these by-laws.*

Proposed change: ***A trustee must inform either the President or the Vice President should they be unable to attend any meeting to be considered excused. If any trustee shall fail to attend two (2) consecutive meetings without excuse accepted as satisfactory by the Board, that trustee shall be deemed to have resigned, and the vacancy shall be filled as per Article I, Section 4. (Education Law, Sec. 226) Trustees may also be removed for cause for failure to comply with provisions included in these by-laws.***

Proposed addition: ***As the work of the Board requires consistency or discussion and attendance, if any trustee fails to attend three (3) meetings out of any rolling twelve (12) months, with or without excuse, the trustee may be removed for cause.***

Long Range Plan Report:

Timeline:

- September 17, 2016 –

- Close the online survey
- September 20th –
 - KI will generate summary report(s) of library survey results and send them to the small committee
 - SS will send email to Steering Committee alerting them that survey has been closed and remind them of the OCTOBER 5th meeting date. Attach summary report from survey. Attach Draft Goals worksheet and ask committee members to review/comment on the worksheet before the next large group meeting
- Early October 2016 –
 - Large steering committee meeting to review the goals worksheet and discuss (October 5th)
 - Post Slides on website with overview/timeline for the long range planning process.
- Late October 2016
 - Small committee meeting to debrief from meeting and discuss objective worksheet
 - Prepare and circulate objectives worksheet to committee members
- Early-Mid November 2016
 - Convene large steering committee to discuss results of objectives worksheet
 - KI to pull together draft plan document
- End of November 2016
 - Draft document circulated to Town Board, Library Board, Library Staff, and other library stakeholders for review and comment
- December 2016
 - Presentation of revised plan document to Town Board (public meeting presentation)
 - Presentation of revised plan to community at large
- January 2017
 - Library Board adopts plan

Committee Reports:

Budget: The director, President Squicciarini and Treasurer Manion met with the Town Supervisor and HR manager about the budget. We do not know yet what budget proposals we made will be accepted.

Long Range Planning – The timeline was in the Board President’s report. The Oct. 5 meeting will give more information.

Facilities: None

Personnel: Add Michelle Beechey’s name to this committee.

Policies: None

Friends Liaison Report: The next fund raiser is shopping night at One World Goods in Pittsford Plaza on Nov. 2 in conjunction with library fundraiser at Barnes & Noble also in Pittsford Plaza. Friend’s week is Oct. 15 -22. They will be at the library all week trying to recruit new members.

Foundation Report: Their annual meeting is Monday, September 26th at 5pm.

Town Board Liaison Report: Town Board approved a resolution for a tax levy. October 29th is senior cleanup day in Irondequoit. There will be a public hearing regarding senior housing on Culver Road.

Old Business:

Building FF&E & Punch List: Some furniture replacements still missing. A few problems with the heat/air system.

IPL Board Retreat: Tabled.

By-laws: Revisions were made per last month's vote. This will be discussed at the next board meeting.

Library Birthday Celebration Invoices: Board discussed which groups are responsible for payment of birthday invoices.

New Business:

Active shooter and evacuation training: IPD will be giving training to library staff. Discussed when to do this to be sure everyone is included in procedures.

2017 Holidays: A tentative list of holidays was drawn up and will be discussed and voted on at the next board meeting.

General questions not covered elsewhere: None

President's Remark: Thank you to the library staff for all the hard work everyone did to make the library birthday party a success and also for the remarkable statistics.

Executive session and adjournment: Motion to enter executive session for the purpose of discussing the appointment of a new trustee to fill a vacancy made, seconded, and passed unanimously at 8:46pm.

Present for executive session: Michelle, Beechey, Jack Herrema, Mary Ellen Jones, Fran Manion, Stephanie Squicciarini, and Councilman John Perticone.

Board discussed vacancy left by resignation of Joe Genier and the candidates who recently applied and were interviewed. Motion made, seconded, and passed unanimously to offer the position to Tyler Kwolek.

Motion made, seconded, and passed unanimously to close executive session at 9:05pm.

Motion made, seconded, and passed unanimously to adjourn at 9:06pm.

Respectfully submitted,

Stephanie A. Squicciarini, President

Respectfully submitted by Anne Boring

Recording secretary