

Irondequoit Board of Trustees

Monthly Meeting

Minutes of October 19, 2016

Present: Stephanie Squicciarini, Francine Manion, Mary Ellen Jones, Michelle Beechey, Jack Herrema, Bud Birchard, Tyler Kwolek

Also Present: Terry Buford, Library Director, Steve Tolle, Friends

Excused: John Perticone, Town Liaison

Meeting called to order: 7pm

Agenda: Approved with one change

Public Forum: None

Board Correspondence and News: Genesee Country Museum is having a program here as part of the Winter Fest. The cost will be \$375. The Board discussed payment as the Friends will not be participating. The Rotary Club to sponsor \$300 for 3 Little Libraries. Irondequoit Public Library received the upstate NAIOP award.

Minutes: The September minutes were approved.

Vouchers: A motion was made to approve the October vouchers and approved with one exception.

Director's Report:

Library System News

- Now that Bibliotheca has bought the RFID business from 3-M Inc. there are now 4 Bibliotheca RFID libraries in MCLS. RPL Central, Fairport, Greece and the IPL.

2. Town News

- We are working together with the Parks and Recreation department on a variety of Halloween programs for children including crafts and trick or treating in the town hall and library during the week of Halloween.
- We have received the final check from the first round of New York State Library construction grants. It is for \$38,933. This brings the total award for the first round of construction grants to \$389,323. The second and final round has paid us \$247,500 with approximately \$27,500 remaining to be paid to us. For an approximate second round total of 274,000. The grand total of all NYS construction grants for the new library will be approximately \$663,323. A lot of work went into these applications and it would not have been possible to complete them in time without the assistance of John Radesi and Chris Ladas of Christa Construction and town comptroller Annie Sealy and Richard Checchi from her office.

3. IPL News / Facilities report

- Working on a new HVAC maintenance contract, trying to find more contractors experienced on the Daikin VRD system.
- Carpet stain removal project ongoing.
- Meeting room chair repair and improvement project under way. Defective chairs have been removed.
- I have been informed by Senator Rich Funke's office that we will be receiving \$10,000 in bullet aid to be distributed by MCLS.

4. IPL Personnel Report

- We are interviewing and hiring replacements for the part-time library clerks who resigned and the full-time library clerk who is retiring. Two have been selected and have started working with two more to go.

5. Financial Report and Vouchers

- **Vouchers of note:** #267, Fusion Digital, for renewal of BrightSign subscription, electronic sign message software; #281, Simplex-Grinnell, for one year of intrusion and fire system monitoring service.
- **Financial report:** As of September 30th we were 75% of the way through the fiscal year. Looking at library expenditures we had expended 74% of our budget. On the revenue side we have collected 98% of our projected revenue. In library generated revenue we were at 74% of miscellaneous income and 75% of library charges.

6. Meetings and Events

- September 23 – Meeting with Irondequoit Art Club
- September 23 – Meeting with Don Sinton Asst. DPW Commissioner
- September 26 – Meeting with Simplex-Grinnell, Bryan Taggart
- September 28 – Conference call with Postler & Jaeckle
- September 3 – Staff meeting
- October 5 – MCLS Director's Council
- October 5 – Long range Planning Team
- October 7 – Meeting with delegation from Greece Public Library
- October 7 – meeting with patron Fallon Houston
- October 13 – Evening speech to St. Cecilia's Social Club
- October 14 - Conference call with Ambrose Mechanical Services
- October 17 – Meeting and tour with Savannah Ottman of Postler & Jaeckle
- October 17 – Town Department Heads Meeting
- October 18 – Reference staff meeting
- October 18 – Meeting with Dan Ambrose of Ambrose Mechanical Systems

President's Report:

October 5th: Long Range Planning Steering Committee Meeting (report below).

Email and Other Communications:

- Offered Library Board unexpired term position (through December 31, 2017, based on vote at September 21 meeting, to Tyler Kwolek. Tyler accepted.
- Several emails with Supervisor regarding appointment of Tyler Kwolek to the Library Board.
- Several emails with Town Clerk regarding appointment of Tyler Kwolek to the Library Board.
- Several emails pertaining to LRP process.
- Several emails pertaining to facilities/furniture updates (to be further discussed at meeting).
- Several emails pertaining to personnel issues (to be further discussed at meeting).
- Several emails with Supervisor Seeley regarding upcoming Library Board term openings.
- Received letter of interest from Joe Sproule (Supervisor Seeley also received letter of interest from Mr. Sproule).
- Responded to and forward email from Matthew Krueger regarding RRLC/Causewave Grants. Topic to be discussed as an agenda item.

Bylaws:

- 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:

LRP Steering Committee (we had one resident step back from the Committee), met on October 5th. We discussed preliminary results of the survey. Some comments did not appear in the PDF report generated through Survey Monkey, Kerry Ivers is working on getting complete comments from different questions. At this meeting, the group developed six (6) over-arching goals that were tweaked from the draft developed by Fran Manion and incorporated feedback from the survey. Our next meeting is scheduled for October 27th. The goal of this meeting is to develop objections and action plans for the six broad goals.

General Timeline (still on target to meet this 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 public hearing is the next step for budget approval which will be held Nov. 10

Long Range Planning – The Steering committee met recently with good results.

Facilities: Signs were suggested to say ‘Additional parking for library’ and placed in area of DPW building. Library paper products are stored at the highway department. A form has to be filled out to get in that area. The director is getting quotes from carpet cleaners.

Personnel: Two part time library clerks have resigned and one fulltime library clerk has retired. Two part time library clerks have been hired. The Director is working on hiring two more part time clerks.

Policies: Discussed how room setups are handled. May have to revamp policy.

Friends Liaison Report: The next fund raiser is shopping night at One World Goods and Barnes & Noble, adjacent to each other in Pittsford Plaza. Friends will have a booth at the East Irondequoit community garage sale next March.

Foundation Report: None

Town Board Liaison Report: None

Old Business:

Building FF&E & Punch List: Furniture replacements and repairs are happening..

IPL Board Retreat: Tabled

By-laws: State law says if a trustee misses three consecutive meetings they are out. The board must decide if excuse is okay for being out. Discussion on what is a satisfactory excuse. Tabled till next month.

New Business:

Emergency closing review: Reviewed when, who, what constitutes closing the library and how fulltime and part time are treated. Motion made to accept the current policy as stated and approved.

Trustee workshop report: Attended by Mary Ellen Jones. Discussed staff evaluations.

Board vacancies and development: Decided to set up a subcommittee to keep trustees informed and inspired. Three board terms expire at end of 2016.

Ad Council grant opportunity: Causewave, is an operation of the Ad Council that works with selected non-profits to help them with public relations and publicity. The director will attend an online meeting with M. Krueger to learn more about it and how to get involved. This might be good for the Foundation also.

2017 Holidays: Discussion regarding Monday, July 3 at the library. Motion was made that the library will be closed that day as an unpaid day. Staff may work Saturday or take either vacation time or personal time. Motion approved with 1 abstention. A motion was made to approve the remaining days as presented and approved.

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.

General questions not covered elsewhere: The Board wanted to provide holiday treats for the staff at Christmas. It was determined who would bring them in on specific days.

President's Remark: Thank you to all. And welcome to Tyler as the newest Board member. Kudos to Sue Magee and all the volunteers who help with the book sale.

Adjournment: Motion to adjourn at 9:08pm.

Respectfully submitted by Anne Boring

Recording secretary