

Irondequoit Board of Trustees
Monthly Meeting
Minutes of November 16, 2016

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

Also Present: Terry Buford, Library Director, John Perticone, Town Liaison

Excused: Mary Ellen Jones

Guest: Collene Burns

Meeting called to order: 7pm

Agenda: Approved

Public Forum: None

Board Correspondence and News: None

Minutes: The October minutes were approved.

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

Director's Report:

1. Library System News

- The Overdrive interface has been upgraded and refreshed. This means library customers may find a few changes when logging in to borrow, e-books and downloadable audiobooks.

2. Town News

- The Comptroller's office informed me of a FOIL request from Richard Barone for invoices and any other documents relating to a moisture seepage problem in the current library building. I am assuming this is about our problem last year when we had a wet floor issue in craft room of the Children's Library. We asked the building contractor Christa Construction to investigate it. They tried a series of different remedies and one of them seems to have worked. This was done at no cost to the library or town so there was no invoice or documents involved, just few phone calls. We are still monitoring the floor in that area for any reappearance of the problem.
- IPL hosted a Halloween program for children and parents that was a joint production of the library and the Parks and Recreation Department. Approximately 900 people attended.
- The library will again be a purple box collection point for new toys for the IPD's project to support the Willow Domestic Violence Center. Collected toys will be given to families living in their shelter during the holidays.

3. IPL News / Facilities report.

- We will be staying with Poster & Jaeckle for HVAC maintenance for another year. After consulting with Daikin our HVAC system manufacturer I found there was only one other authorized factory service company in this area. Postler's quote was lowest
- The replacement chairs for the children's library have arrived and all seem pleased with them.
- The plan for the service on the meeting room chairs has changed. The work will all be done over a weekend by visiting factory service personnel on November 18-20.
- Hale will take back the CD racks and change them to fit our CD cases. Their explanation for the problem is that somehow the dimensions get garbled when transmitted to them. They believe they can quickly fix and return the racks in about 2 weeks.
- On November 11 the library staff had a meeting and training day. We received the Irondequoit Police Department's Active Shooter training from Lieutenant Todd Fitzsimmons and Community Services Officer Andrew Whitaker both members of the IPD's Emergency Response Team. We also received an overview and progress report on the library's Long Range plan process from the facilitator Kerry Ivers of the town's development department. We also reviewed and discussed the current emergency evacuation and lockdown plan, reviewed procedures for adjusting the HVAC system, discussed the 2017 budget process, discussed meeting room reservation and setup issues, introduced new employees, awarded the Caught Being Awesome award to Library Assistant Emily Baker and held a brief circulation staff meeting.

4. IPL Personnel Report

- The replacement of the clerks who retired and resigned is complete. The IPL is now at its full complement of staff for 2016. We are still actively seeking volunteers to assist with some library operations.
- The Bullet Aid check from State Senator Rich Funke and the State Library aid check have arrived.

5. Financial Report and Vouchers

- **Vouchers of note:** #302, Fusion Digital, Bright Sign licensing for internal electronic signage, \$824; #310, MCLS, semi-annual member cost share payment, \$40,007.50; #316, Soho Imaging, printer toner, \$545.00
- **Financial report:** With only two months left in the fiscal year as of October 31, library finances are in good shape. 83% of the year has elapsed and in revenue we are at 98% collected with the two main categories of library generated revenue, charges and miscellaneous income, at 83% and 82% respectively. On the expenses side we have expended 80% of our budget. We still have some large expenditures to be accounted for such as year-end materials purchasing, retirement system payments and a member library payment to MCLS, however we should have no problem coming in under budget and return some funds to our fund balance.

6. Meetings and Events

- October 20 – Causewave Webinar
- October 25 – Dan Ambrose, Ambrose Mechanical Services
- October 27 – Long Range Plan meeting
- October 27 – IPL Volunteer recognition luncheon
- October 31 – Art club meeting
- November 2 – MCLS Director's Council meeting

- November 2 – Barnes and Noble fundraiser
- November 4-7 – Vacation
- November 8 – Long Range Plan meeting
- November 10 – Budget public hearing
- November 11 – IPL staff meeting and training day
- November 14 - meeting
- November 14 – reference staff meeting

Terry Buford, Library Director

President's Report:

Kudos to Matt Krueger and Craig Marasco on awesome Greater Rochester Teen Read event!

October 27th: Meeting with Supervisor Seeley regarding budget proposal and upcoming Ttrustee vacancies.

October 27th and November 8th: Long Range Planning Steering Committee Meeting (report below).

November 10th: Public Hearing on Town Budget.

Email and Other Communications:

- Several emails pertaining to LRP process.
- Several emails with Jerry Nichols, highly regarded expert in all things Library management and oversight.
- Emails with Terry regarding possible glitches with plan dealing with 4th of July closings. Terry will bring update/opinions from Jason Vinette (Town HR) to our meeting.

Bylaws: Per conversation Terry had with Mary Beth Farr, NYS Library Department of Library Development, we are within our rights to change our bylaws as we have been discussing as the proposed changes do not conflict with Library Laws.

- 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 bylaws.*

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 bylaws.***

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 a second resident step back from the Committee), met on October 27th and November 8th. We developed six over-arching/broad goals and objectives/action items for each. Kerry to

attend November 11th Staff Training Day to fill in staff on process. Most Steering Committee members have homework to begin to develop measurement/evaluation targets for each broad goal.

General Timeline (still on target to meet most of this timeline):

Post Slides on website with overview/timeline for the long range planning process. Will check on this with Kerry as this has not been done yet.

- Early-Mid November 2016
 - Convene large steering committee to discuss results of objectives worksheet
 - KI to pull together draft plan document – group has agreed on format, Kerry will begin putting in images to begin to give document Irondequoit-specific feel.
- End of November 2016
 - Draft document circulated to Town Board, Library Board, Library Staff, and other library stakeholders for review and comment
- December 2016 (not entirely sure this is still possible, the rest of this timeline may get pushed out some)
 - Presentation of revised plan document to Town Board (public meeting presentation)
 - Presentation of revised plan to community at large
- January 2017 (perhaps February 2017)
 - Library Board adopts plan

Committee Reports:

Budget: The public hearing on the budget, nothing major about the library brought up. Town budget to be adopted at next Town Hall Board meeting.

Long Range Planning: Making progress working on measurement & evaluation. On target at this point. Working to present at January meeting but may have to go to February.

Facilities: Just a few minor problems that are being addressed

Personnel: One person to add after January 1st.

Policies: All reviewed last year. Evacuation policy to be redone. Discussed meeting room setup and who should do it. Board agreed should be done by meeting groups, not maintenance.

Friends Liaison Report: None

Foundation Report: None

Town Board Liaison Report: Vercruysse farm has been sold. Talked about overflow parking and employee parking.

Old Business:

Building FF&E & Punch List: Chairs have arrived for the children's room. The company that supplied the meeting room chairs has decided to make all repairs needed for these on site at the library. CD racks will be picked up and modified next week.

IPL Board Retreat: Tabled

By-laws: The New York State department of Education has given their okay to make the proposed changes. Two changes were voted on Article IV Meetings Section 8:

First Motion:

Proposed change: **A trustee must inform either the President or the Vice President should they be unable to attend any meeting.** 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 1, Section 4 (NYS Education Law, Sec 226). Trustees may also be removed for cause for failure to comply with provisions included in these by-laws.

This motion was approved by the Board.

Second Motion:

Proposed addition: **As the work of the Board requires consistency of 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.**

This motion was approved by the board.

2017 Holidays: Motion:

Due to the July 4th festivities, the Irondequoit Public Library will be closed Monday July 3 as an unpaid holiday. All employees may either use vacation time, personal time or make up lost hours by working other hours during the pay period in which July 3rd falls. Motion approved.

New Business:

Interim Voucher List: Motion made and approved to give the IPL Treasurer authorization to approve the interim voucher list on Monday Dec 12th.

Ad Council Grant opportunity: The Board discussed the value of this grant as they ask that you help pay part of the cost. The Director will check with other libraries to see if this is valuable to IPL.

Wish List for library and foundation: The Director listed several items he thought would be beneficial to the library. After discussion the Board thought some items could be paid from the State Senator Funke grant and they will check with the Foundation to see what they can also do.

General Questions not covered elsewhere: It was asked who is responsible for picking a new trustee when their term has expired. The Town Board fills the vacancy.

President's Remark: Happy Thanksgiving. **I am** thankful for all of the Board and all they did this year. Thanks to the staff also.

Adjournment: Motion to adjourn at 9:04pm.

Respectfully submitted by Anne Boring
Recording secretary