

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

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

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

Guest: Collene Burns

Meeting called to order: 7:02pm

Agenda: Approved

Public Forum: None

Board Correspondence and News: Board received a thank you card from the library staff for the Board's holiday treats deliveries.

Minutes: The November minutes were approved with one abstention.

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

A motion was made to approve the December 22, 2016 vouchers and approved.

Director's Report:

1. Library System News

- MCLS is preparing to roll out online registration for patrons. Soon patrons will be able to register online an e-card for the use of MCLS online services. If they want to borrow materials from any library they will still have to visit a branch and furnish ID. This closes the gap of needing to visit a branch to obtain a card when online resources are needed.
- MCLS is redesigning their web site. When the new website is ready in late 2016 or early 2017 the online borrower registration will be introduced.

2. Town News

- On Sunday, December 4, IPL hosted the Tree Lighting Ceremony program which was a joint operation of the library, town historian and Parks and Recreation Department. We stayed open an extra hour until 5 pm and hosted musical entertainment, movies and crafts. Door count was 790. The previous week Sunday door count was 385.
- Town Board meetings and workshops are switching to Tuesday evenings.

3. IPL News / Facilities report.

- An anonymous donor has donated a Space Invaders arcade video game. This is the full arcade version in the big brightly painted cabinet for one person to play standing up. We have put it in the Teen Library where it is both a conversation piece and a historical artifact.
- I am staying on top of Vargas and Sedgwick about issues with some of the upholstered furniture in the Children's Library.
- The work on the stackable chairs is complete. We have also purchased the additional loaner chairs that everyone liked. We have also purchased some additional lightweight folding tables for the large meeting rooms. We will split the chairs and tables into 3 sets and place them in each large meeting room in preparation for patrons doing their own setups.
- The CD racks are out of the building being modified to better fit our browser pack cases.
- At their request, I am working with the Irondequoit Police Department to make it easier for them to navigate the building in the case of an emergency. They are asking for maps with room names and numbers and additional signage so room IDs can be determined without the need to directly approach the room. At some point they have indicated that the town Fire Marshall will direct the installation of numbered signs next to each door for law enforcement identification purposes.
- We did not win an Ad Council grant for 2017.

4. IPL Personnel Report

- We are currently reviewing applications on hand in preparation for adding the part-time clerk approved in the 2017 budget.

5. Financial Report and Vouchers

- **Vouchers of note:** On the interim voucher list, #342, Postler & Jaeckle, semi-annual HVAC maintenance contract payment. On the regular voucher list, \$357, Elmer W. Davis, repair of damaged roof.
- **Financial report:** As of November 30 we were 91% of the way through the fiscal year. Due to the large number of expenses we could not accurately forecast the 2016 budget has been a challenging one to administer. We have collected 99.34% of our revenue but are slightly behind in library generated revenue. Miscellaneous income and library fines and fees are both at 89%. We could have a minor revenue shortfall of about \$6-7,000. We have expended 85% of our budget. The 85% figure is deceptively small. The semi-annual payment to MCLS and our contribution to the NYS retirement fund are among the big ticket items not yet subtracted from the budget. Despite the remaining costs to be paid I expect we will come in well under budget and be able to accommodate the anticipated revenue shortfall and still return funds to the fund balance.

6. Meetings and Events

- November 28 – Town department heads meeting
- November 29 – Tree lighting team meeting

- November 29 – Caught being awesome lunch
- November 30 – Long range plan meeting
- December 1 – Meeting with Larry Arnone
- December 6 – Meeting with Genetaska
- December 7 – MCLS Director’s Council meeting
- December 12 – Town department heads meeting
- December 15 – Reference staff meeting
- December 19 - NYS Sales Tax filed
- December 20 – Acquisitions staff meeting

President’s Report: This is the last meeting for Mary Ellen Jones and Jack Herrema. They will continue as Honorary Trustees and their names will be added to the giving tree in recognition of their service to the library.

November 30th: LRP Steering Committee Meeting

December 9th and 12th: Interviews with candidates for the upcoming Library Board vacancies with Supervisor Seeley, Councilman Perticone, and Fran Manion.

December 14th: Follow-Up with Director Terry Buford on Evaluation, with Mary Ellen Jones and Fran Manion.

December 14th: LRP Steering Committee Meeting

Email and Other Communications:

- Several emails pertaining to LRP process.
- Several emails pertaining to Library Board vacancies and interview process.

Bylaws: Updated bylaws to include change voted on at November 16th meeting.

Long Range Plan Report:

LRP Steering Committee met on November 30th and December 14th. We tweaked our six overarching/broad goals and objectives/action items for each. We further added evaluations and measurements to each objective/action item.

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

Post Slides on website with overview/timeline for the long range planning process. This step will not happen. Will post info once LRP is complete.

- Early to mid-January
 - Kerry will send out draft document with added images and additional formatting.
 - Draft document circulated to Town Board, Library Board, Library Staff, and other library stakeholders for review and comment
- Date to be determined
 - Presentation of revised plan document to Town Board (public meeting presentation)
 - Presentation of revised plan to community at large
- February/March 2017
 - Library Board adopts plan

Committee Reports:

Budget: None

Long Range Planning: The team is working hard and getting closer to releasing a first draft of the plan.

Facilities: Mr. Herrema and Mr. Birchard delivered the wood wastebasket covers that the WISD students made from the trees that had been cut down. They are still working on the community food cupboard collection box and the children's puppet theater.

Personnel: Applications on file for clerks are currently being reviewed.

Policies: Still working on details for the meeting room policy.

Board Development: None

Friends Liaison Report: None

Foundation Report: Mary Joyce D'Aurizio said the Foundation added the two new leaves for the members who are leaving the Board. They are working on replacing the book spines that are imperfect. They will sponsor the History of Chocolate coming up soon.

Town Board Liaison Report: A study is being done on the bay outlet bridge to determine options for keeping it open all year. Should be finished by late summer. The Town will be doing a reassessment in 2018. Town Board meetings have been moved to the third Tuesday of each month. The Town will be sponsoring a blood drive at the town hall.

Old Business:

Building FF&E & Punch List: Chair issues are over. Currently working on ways to make the library friendlier for the police in case they have to be in a location quickly. A suggestion was made to place a small metal plate on the wooden boxes made from the trees.

IPL Board Retreat: Tabled – Will discuss in 2017.

Wish list for library and foundation: Ancestry.com will always be renewed by the Foundation. Some items needed can be purchased through the library budget. The library would like a network capacity expansion (\$7,000) and to purchase RFID extended warranty/service plan (\$7,000). The Foundation is considering these.

Motion: To authorize Fran Manion to write the check for the purchase of laptops and other library equipment from the Funke Bullet Aid. Motion approved.

New Business:

Set 2017 Library Board meeting dates: A motion was made to set the dates for the third Wednesday of each month and approved.

Number of trustees on library board: Board discussed ideas on this issue. Suggested to revisit after new trustees are on board and more acquainted with the Library.

General Questions not covered elsewhere: Discussed putting Kermit outside the Children's room and adding a Children's Library sign. Discussed plaques on wooden benches (made from trees cut down for library construction) and Joe Genier's parent's bench that are outside the children's room. Also, magazine racks are still needed outside the bookstore. The Sunset House will have a booth in the library lobby in January for volunteer recruitment.

President's Remark: Thanks for an awesome year and a special thank you to Mary Ellen Jones and Jack Herrema for all they have done for the Irondequoit Public Library.

Executive Session: Motion made, seconded and approved to enter into executive session made at 8:30 pm to discuss the Library Director's evaluation. Director's evaluation discussed with Library Board, Director and Town Board Liaison. Motion made, seconded and approved to close executive session at 8:40.

Executive Session minutes respectfully submitted by Stephanie Squicciarini, Board President.

Adjournment: Motion made, seconded and approved to adjourn the Library Board meeting at 8:41 pm.

Respectfully submitted by Anne Boring

Recording secretary