

Irondequoit Board of Trustees

Monthly Meeting

Minutes of January 18, 2017

**Present:** Stephanie Squicciarini, Francine Manion, Michelle Beechey, Susan Kramarsky, Collene Burns, Bud Birchard, Tyler Kwolek

**Also Present:** Terry Buford, Library Director; John Perticone, Town Liaison; Chris Finger, Friends of the Library; Jack Herrema, Honorary Trustee

**Meeting Called to Order:** 7:00 pm

**Agenda:** Approved with amendment for introducing new board members.

**Election of Officers:** New board members were introduced and welcomed. Explanation of election and duties of new officers was presented. A motion was made to vote on officers. Motion carried. Bud Birchard moved to elect Stephanie Squicciarini as President. Motion carried with one abstention. Stephanie Squicciarini moved to elect Fran Manion as Vice President. Motion carried with one abstention. Fran Manion moved to elect Collene Burns as Treasurer. Motion carried with one abstention. Collene Burns moved to elect Tyler Kwolek as Secretary. Motion carried with one abstention. Michelle and Bud Birchard will be Friends Liaison. Bud Birchard suggested putting up a display in the library listing the library trustees.

**Public Forum:** None

**Board Correspondence and News:** Matt Krueger and Stephanie have discussed what items in the library have historical significance. Matt will be working on this project. The goal is to have this project done by the end of this year.

**Approval of Board Minutes:** A Motion was made to approve the minutes as amended. Approved with two abstentions.

**Vouchers:** Approved.

**Director's Report:**

**1. Library System News**

- MCLS is working on an improvement to the catalog that changes the way serials, periodicals and items with multiple volumes are displayed. Currently, patron placed holds do not work on this type of catalog record. With the rapid rise in the popularity of graphic novels, many of which are released in multiple volume sets of the same title, this shortcoming of the catalog is becoming increasingly annoying to patrons and staff. With the changes, patrons will be able to place holds on individual issues or volumes without staff intervention.
- Many MCLS libraries with meeting space are used by New York State healthcare navigators to assist folks who want to sign up for medical insurance through the state's healthcare

marketplace portal. IPL is used often for this purpose and when the healthcare navigators are offering appointments here every slot is usually booked. More people have signed up for insurance after meeting with a navigator at the IPL than any other library.

## **2. Town News**

- Library patrons have been very understanding about the congestion and reduction in spaces in the parking lot. Staff is trying to park as far from the building as possible to open up more spaces for customers.
- Two long time Parks and Recreation employees are retiring and both of them worked with the library on meeting room bookings and joint department programming. They are Noreene Pearl and Marcey Stevenson. These valued colleagues will be missed.

## **3. IPL News / Facilities report.**

- January 4<sup>th</sup> The Sunset House held a day long recruitment drive at a table in our atrium. They were very happy with the location of their table and the number of people they got to talk with during the day.
- The Irondequoit Lions Club is doing a tap takeover fundraiser at I-Square's Reserve Wine Bar on Saturday, January 14 to benefit the library. The Lions raise money for library materials aimed the visually impaired. We are exploring the possibility of purchasing computer software to make library PCs easier to use for the visually impaired.
- I met with the Irondequoit Lions Club to accept some framed signs we placed in the large print section and the Book on CD section of the library. The signs recognize the many contributions of the Lions Club to the IPL over the years.
- IPL will open early to host a viewing event on Monday, January 23 for the Youth Media Awards. Library personnel from all over MCLS have been invited to view the presentations which include the Caldecott and Newberry award winners.
- The Irondequoit Post erroneously reported that the library was holding a sleepover slumber party at the zoo. This is no such program happening. We surmise our name got transposed onto some other organization's press release at the newspaper.
- We've announced our 2017 Concert Series. They are Rochester Ukulele Orchestra on January 19, Striking Strings Hammered Dulcimer Ensemble on February 16, Andy and Judy (folk music duo) on March 12, Eastman School Student Ensemble on April 2, Rita Collective Performs World Jazz on May 15, Gibbs Street Guitar Duo on June 25. Adult Services and programming librarian Amy Henderson continues to do a great job bringing fresh and original programming to the library and she'll be adding more music and dance performances to this list.
- We've converted our library email newsletter to Constant Contact from MailChimp as MCLS now has a deal with them. We are about to add everyone in Irondequoit who has given us their email address which should increase our readership from 800 to somewhere around 13,000. New subscribers will have a chance to opt out if they don't want to receive the newsletter.

#### 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:** 2016, #380 Messenger Post, \$436.20 for printing IPL pages in the Parks and Rec Activity Guide. 2017, #12, Postler & Jaeckle, \$356 for a service call on thermostats.
- **Financial report:** The 2016 budget is closed and the Comptroller's office is working with all departments to finalize the figures for the year. Our biggest remaining 2016 budget issue was the retirement payout. The comptroller informed me that there will be a large pay out to the retirement system in early February. Until that happens we won't have a good handle on where we are and what we can return to the fund balance. As of January 5 we have collected 99.79% of our projected revenue with the two library generated revenue lines at 97.14% for miscellaneous income and 96.52% for library charges. This is the best revenue performance I can recall as we were only \$4,635 short of projected revenue. We have expended 94.83% of our budget with \$116,719 remaining. Subtract the 2016 invoices we authorize for payment tonight and the retirement payout remaining and the rest should be returned to our fund balance.

#### 6. Meetings and Events

- January 3 - Town department heads meeting
- January 4 – MCLS Director's Council
- January 4 – IPL Long Range Planning
- January 9 – Acquisitions Team
- January 10 – Library Staff Meeting
- January 10 – Irondequoit Lions Club
- January 11 – N. Pelish, S.L. McLaughlin
- January 12 – IPL management team
- January 18 – Larry Arnone, EISD tutoring

Terry Buford, Library Director

#### President's Report:

**January 4<sup>th</sup>:** LRP Steering Committee Meeting

#### Email and Other Communications:

- Several emails pertaining to LRP process.
- Several emails pertaining to Library Board vacancies and appointments.
  - Welcome to Collene Burns and Susan Kramarsky and welcome back to Bud Birchard.

#### Long Range Plan Report:

LRP Steering Committee met on January 4th. We tweaked the format of the LRP document and discussed some additional changes to come.

*General Timeline (some tweaks to timeline with new target month for final adoption is April.):*  
**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.**

- Late January
  - LRP Steering Committee to meet for extended meeting to put final touches on draft prior to circulating to stakeholder groups for feedback and comment
- Mid-February
  - 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
- April 2017 (Three year anniversary first vote and two year anniversary of ground-breaking)
  - Library Board adopts plan

## **Committee Reports**

**Budget:** No report. Work on the 2018 budget begins in the summer.

**Long Range Planning:** The Long Range Planning committee will meet this month or in early March. The final draft will be tweaked at this meeting, then distributed to the boards. It will then be presented to the town as a whole. The final adoption date is in April. A discussion of the purpose and legalities of a long range plan followed for the benefit of the new members.

**Personnel:** The hiring of a part time clerical person will be delayed due to the desk supervisor's vacation.

**Policies:** Policies will be discussed under new business.

**Board Development:** Board Development will be discussed under the board retreat in old business.

**Friends Liaison Report:** Chris Finger reported that this will be a very busy year. It is the 45<sup>th</sup> anniversary of the Friends. There will be a Trunk and Craft sale on May 13<sup>th</sup>, a fashion show late this summer, and a Fun Fest. The Friends have registered with Amazon's Smile program. Under this program a portion of each Amazon purchase will go to a charity of your choice. You can designate the Friends as your charity.

**Foundation Report:** The Foundation is in good shape. There are no numbers to report.

**Town Board Liaison Report:** The town has met with the adjusters with regard to the fire at the DPW. They are in the process of calculating the damage. A new sewer truck has been purchased. Other towns have been helping out with snow plowing vehicles. There will probably be a temporary structure built for now. The goal is to build a new facility.

Frontier gave the town a demonstration of their cable service.

There was a kick off meeting about renovations at Pine Grove Senior Center. The renovations should be done in May.

The Winter Fest will be held on January 28<sup>th</sup>.

The SEQR to build fields behind Camp Eastman has passed.

#### **Old Business:**

**Building FF&E and Punch List:** The furniture manufacturer was contacted directly regarding the defective upholstery. The CD racks will be delivered within the next two weeks.

**IPL Board Retreat:** It was suggested that there be a guest speaker at the Board Retreat. The retreat is now a matter of scheduling. It will be an all- day event. There will be no votes. The retreat will include education and board developments. The Supervisor may come in to speak and perhaps staff members could speak. Michelle Beechey and Tyler Kwolek will work on an agenda to bring to the next board meeting. Ideally, the retreat will be held on a Saturday in February or March. A discussion on how the retreat will be organized followed.

**Wish List for the Library and Foundation:** The library needs network storage expansion and laptops. This could be paid for with the \$10,000 Senator Funke money. Ancestry.com will be renewed by the Foundation. A display rack for the children's hanging media kits and signage could be paid for out of the library budget. The Bibliotheca extended warranty is a must have. We need complete parts and services to the RFID system and software updates. A freestanding magazine rack may be built by students. We need a white board and extra tables and chairs for the meeting rooms. The Foundation will cover \$8500 toward the cost of Bibliotheca and Ancestry.com. A motion was put forward to give authority for the library board treasurer to write a check out of the Senator Funke bullet aid in the amount of the invoices when the new laptops arrive. The motion carried.

#### **New Business:**

**Banning a Patron:** Two minors should be banned from the library for consistently bad behavior and vandalism to library property. A motion was made to ban the individuals for one year. The motion was carried.

**Recognizing Jack's Citizen of the Year Award:** A motion was made to buy a half page ad paid for out of the Trustee account. The motion was carried.

**Renew LTA Membership:** A motion was made to renew the LTA membership. The membership is \$250 per year and will be paid out of the Trustee account. The motion carried.

**Renew Irondequoit Chamber of Commerce Membership:** A motion was made to renew the ICC membership at \$225 per year to be paid out of the Trustee account. The motion carried.

**Meeting Room Policy:** A paragraph needs to be inserted in the meeting room policy indicating that organizations are responsible for their own room set up. A motion was made to insert the following paragraph: "All large meeting rooms are furnished with enough chairs and tables to accommodate the full capacity. Users are free to arrange the furniture to suit their activities. Meeting room users are also responsible for moving their own equipment and materials. Library staff cannot assist users with these tasks." The motion was carried.

**General Questions Not Covered Elsewhere:** Craig Wilson is creating plaques for the benches explaining that the wood they were carved from came from trees cut down in the construction of the new library. There will also be something to indicate that the wooden trash receptacles were made by wood taken from the property.

**Board President's Remarks:** Welcome to the new board members and thank you for being willing to serve. I am looking forward to another year of productiveness.

**Adjournment:** 9:25 pm.

Respectfully submitted by Eileen Hayes-Power  
Recording Secretary for Board Secretary Tyler Kwolek