

Irondequoit Board of Trustees

Monthly Meeting

Minutes of February 15, 2017

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

**Excused:** Francine Manion

**Also Present:** Terry Buford, Library Director; John Perticone, Town Liaison; Terri Dalton, Friends Liaison

**Guest:** Mary Ellen Jones, Honorary Trustee

**Meeting called to order:** 7:00pm

**Agenda:** Approved with one addition

**Public Forum:** None

**Board Correspondence and News:** IPL librarian Matthew Krueger set up an Irondequoit Public Library brochure showing the history of the new library.

**Minutes:** A suggestion was made to add mention of the parking congestion problem for the library due to the fire at the DPW. January minutes approved as amended.

**Vouchers:** February vouchers approved.

**Director's Report:**

**1. Library System News**

- MCLS has redesigned its website and rolled out a new service. The new service is an e-library card which can be obtained by applying online. It allows successful applicants to access the many online services of MCLS such as e-books and other online content available to members only without needing to visit a branch to apply. Borrowing of items from any location still requires in person registration including proof of name and address.

**2. Town News**

- The town's property revaluation process begins March 1. The library usually plays a role. The assessor's office usually sends us a set of the books with the assessed values of all properties in town to assist residents with information about similar properties if they wish to appeal their ruling. Also, we often assist residents who want to use the Monroe County government's property tax online portal to find even more information about properties in town. The portal is especially useful because of its mapping capabilities. Using a public interface for Monroe County's Geographic Information System, users can identify every parcel in town and overlay their boundaries on a map or aerial photograph.

### 3. IPL News / Facilities report.

- Staff and volunteers have completed the RFID tagging project. We are planning a small pizza party to reward the volunteers and celebrate this awesome accomplishment. They handled and tagged approximate 150,000 items.
- Teen Librarian Matt Krueger and Children's Librarian Amy Holland have won a grant of \$4,200 from the Rochester Regional Library Council for their proposal for the Breakthrough Grant, "Social Justice Storytime" which will feature presenters from various minorities or unusual walks of life.
- Over 100 people attended the Rochester Ukulele Orchestra concert on January 19.
- All the heavy tables in the large meeting rooms now have wheels installed. With the lightweight folding tables as backup, patrons using the rooms should find it much easier and safer to arrange their own furniture. We are no longer taking room setup requests. Town and library programs are the only events that receive setup service.
- Executive summary of 2016 library use statistics
  - 285,261 visited the library
  - 586,662 items were borrowed from the library
  - 65,633 reference questions were answered in person, on the phone or electronically
  - 1,498 people received extended one on one assistance from a librarian for training or research purposes
  - 39,710 people worked on the PCs in the library
  - 154,763 people used the Wi-Fi in and around the library
  - 3,885 individuals or groups reserved meeting and or study space in the library
  - The Library staff conducted 793 programs, workshops and performances.
  - 14,639 people attended those programs.
  - Library staff conducted 61 outreach programs outside the library in schools, nursing homes, daycares, etc.
  - 4,305 people attended those outreach programs

### 4. IPL Personnel Report

- Hiring process for new part-time clerk commencing

### 5. Financial Report and Vouchers

- **Vouchers of note:** #34, Overdrive, \$783, to our e-book vendor; #38, SoHo Imaging, \$179, a vendor of recycled printer and copier toner cartridges, new vendor recommended by Town of Irondequoit.
- **Financial report:** In 2016 we faced a budgetary challenge as there were so many unknown costs related to operating in the new building we could only guess at when constructing the budget. In 2016 we collected 99.79% of our budget, falling short of projections by \$4,635.

We expended 99.86% of our budget leaving \$3,217 unspent. This means we went over budget by \$1,418, or .05%. I believe this is the first time we have been over budget since I started here in 2004.

## 6. **Meetings and Events**

- January 19 – MCLS Directors Retreat
- January 24 – Larry Arnone
- February 2 – Long Range Planning
- February 2 – Acquisitions team
- February 6 – East Irondequoit School District
- February 9 – Acquisitions team
- February 10 – Rashad Atkins, town IT manager
- February 13 – Town department heads
- February 15 – Library staff meeting  
Terry Buford, Library Director

**Staff Reports:** These were all included in the Trustee's packets. It was unanimous that these could be sent digitally. It was also suggested that the librarians involved could get together and settle on a uniform format for all so it's easier to read. The Director will have some available at meetings if they are needed.

### **President's Report:**

**February 2<sup>nd</sup>:** LRP Steering Committee Meeting

### **Email and Other Communications:**

- Several emails pertaining to LRP process.
- Emails with Board Development Committee

### **Long Range Plan Report:**

LRP Steering Committee met for an extended meeting on February 2<sup>nd</sup> (5pm-9pm). Kerry tweaked the format and we worked through the goals, actions, and measurements of success along with wording for the background/extended content. Based on that meeting, Kerry developed the draft document to begin circulating for feedback.

*General timeline going forward:*

- Mid-February
  - Draft document circulated to Town Board, Library Board, Library Staff, Friends Board and Foundation Board.
- Mid-Late February
  - Draft document to be shared with community at large for review and feedback for a set period of time (approx. 2 weeks?)
- Dates 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

**Board Development Report:**

- Began email discussions with Michelle and Tyler regarding held over agenda item to plan a Board retreat.
- Due to personal schedules, no plan has yet been developed (still waiting on input).
- Ideas include:
  - Shift retreat into annual Board Organizational Meeting:
    - Discuss annual goals for Board and Library
      - Board training and development needs to include MCLS and NYLA workshops
      - Review subcommittee structure and goals for those subcommittees
      - Grant opportunities
      - Collaborations with Friends and Foundation
    - Review status and annual needs of Long Range Plan
      - This should also happen at the six-month mark
    - Discuss and address any budget close-out issues
    - Welcome any new trustees
    - Discuss Director evaluation
- Possible dates being held:
  - Saturday, March 11th
  - Saturday, March 25th
  - Saturday, April 1st

**Committee Reports:**

**Budget:** Already discussed

**Long Range Planning:** The steering committee met 2/2/17 and have a completed draft which they presented to the Town Board workshop. K. Ivers met with the IPL staff on the morning of 2/15/17 and took questions they might have. A trustee asked whether race was an item used on the survey. Trustee Burns suggested a better definition should be used for some of the words used in the draft. She will send suggestions to the Board President. Also, the Town Supervisor had suggested adding a vision statement in addition to a mission statement. When all is finished it will go out to the public to get opinions and feedback. Hopefully, this will happen in March.

**Facilities:** Discussed under FF&E

**Personnel:** Working on hiring a new part time clerk.

**Policies:** A copy of all were given to the trustees to review at their leisure.

**Board Development:** Had talked about the Board retreat last month to get ideas. Some are to have an organizational meeting at the beginning of the year and they would focus just on that one meeting. Two meetings may be needed to go over all that is needed to do. President Squicciarini and Director Buford will get dates for meeting rooms that will be available.

**Friends Liaison Report:** They will be having displays in the library all year to celebrate their 45<sup>th</sup> anniversary. They will be taking part in the community garage sale this year. They will also be attending Advocacy Day in Albany. Postcards will be emailed to members that do not have email, to let them know

that their newsletter is also available in the library. They will have a fashion show in the library in September. And Kerry Ivers will be a guest speaker at the Friends' Annual Meeting.

**Foundation Report:** High school shop class students are currently working on a new puppet theater for the children's room as well as a donation box for the Irondequoit Community Cupboard both made from lumber created when trees were cut down on campus for the new library construction.

**Town Board Liaison Report:** The Town will be doing a new property assessment in 2018. The County abruptly cut off reimbursement for demolition houses. This is a problem for all towns as this had been set up as part of the 2017 budget. Town board has started the purchase process for some new vehicles lost in the December fire, but the insurance has not been settled yet. They hired one new police officer and a new recreation leader at their Town meeting last night. There are ongoing meetings to discuss possible solutions to the seasonal bay outlet bridge in Sea Breeze.

**Old Business:**

**Building FF&E & Punch List:** Still working on small issues. Still having occasional door hardware and lock issues. In the aftermath of the DPW fire, the full-time maintenance person assigned to the library was called away daily making it difficult to keep the library clean. That situation has improved and the building is looking much better. Upholstery on the gold benches in the Children's library is splitting at the seams. Sedgwick will either reupholster, replace or repair. There may be an additional charge if we opt for upgraded fabric. The CD racks are in and look great.

**IPL Board Retreat:** Done

**New Business:**

**Recognition for RFID tagging volunteers:** The library would like to have a luncheon to thank all the volunteers who helped on this project, which is now completed. A motion to spend up to \$200 from the trustee account to support this was made and approved. It was suggested that some Board members should attend and mingle with the volunteers to show their appreciation.

**Sponsorship of Friends Trunk Sale event:** The library Board sponsors this each year. A motion to pay \$200 to pay for this event was made and approved.

**Review costs of food for long range plan event:** A motion to pay \$150 to pay for the events of the long range plan event was made and approved.

**Library Board Sign for Library:** This is being set up so people can recognize the board members. The board felt John Perticone's name should be added. There was also an updated roster for the new Library Board. It was decided to drop Mirko Pylyshenko from the roster as his term as an honorary member has expired. Also add new honorary members Mary Ellen Jones and Jack Herrema.

**General Questions not covered elsewhere:** Anne is obtaining the form needed to change the name of the treasurer for the Trustee account.

**President's Remark:** Thank you everyone!

**Adjournment:** 9:00pm.

Respectfully submitted by Anne Boring, Recording secretary for Board Secretary Tyler Kwolek