

Irondequoit Board of Trustees

Monthly Meeting

Minutes of March 15, 2017 (held March 22, 2017)

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

Excused: Michelle Beechey

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

Guest: Jack Herrema, Honorary Trustee/Irondequoit Foundation

Meeting called to order: 7:00pm

Agenda: Approved

Public Forum: None

Board Correspondence and News: Terry Buford mentioned thank you letters including one from a former Irondequoit librarian and the gentleman who displayed toothpick sculptures at the library.

Mr. Herrema said Kermit sculpture will be removed from the children's room to be refurbished and sea turtle sculpture will be brought in.

Minutes: February minutes were approved.

Vouchers: March vouchers approved adding one additional voucher.

Director's Report:

1. Library System News

- IPL and two other MCLS locations had no telecommunications from 9:15 AM Sunday, March 5 through 3:30 AM Tuesday, March 7. A fire in an under street tunnel in downtown Rochester damaged power and fiber optic telecommunications cables. The length of the telecommunications outage was exacerbated by the amount of time it took to repair the electric power cables which have priority when access to a damaged space is limited and repairs cannot be done concurrently. Eventually, utility workers restored power to the section of downtown affected and telecommunications technicians were able to splice in a new fiber optic cable restoring service to the three library locations. After two days we had a large backlog of returned items to process. Library staff had all backlog items cleared by 3 PM on Tuesday.

2. Town News

- Library hours were extended during the wind storm related power outages so the building could serve as a warming station. A building with heat, free Wi-Fi and plentiful electrical outlets proved to be very popular with residents affected by the storm. I temporarily suspended the prohibition on sleeping in the library as many visitors were cold, hungry,

tired and nodding off. Many residents and local businesses dropped off food for the hungry, we are writing thank you notes and displaying their names on our signage TVs. Town employees such as Town Clerk Barb Genier volunteered their time to help supervise the meeting rooms where the food and beverages were being handed out. Senator Charles Schumer visited on Saturday and footage of him greeting residents in the library received widespread media coverage. Sunday our concert by folk duo Andy and Judy went on as scheduled and seemed to be a real treat for the folks still waiting for their lives to return to normal.

3. IPL News / Facilities report

- The pizza party to celebrate the completion of the RFID project had to be postponed due to the wind storm. Rescheduled for Wednesday, April 5.
- Trustee Bud Birchard and I met with Teen Librarian Matt Krueger and Children's Librarian Amy Holland to review ideas for the Rochester Regional Library Council Breakthrough Grant. I believe that as a result of this meeting, all participants have a much better understanding of the goals of the project and the format the programs will follow.
- On February 16th, over 100 people attended the concert by Striking Strings a hammered dulcimer ensemble.
- On March 17th we had about 200 people of all ages in attendance for the Boland School of Irish Dance performance. This may be the largest crowd ever in the three combined meeting rooms. I counted about 170 at the library grand opening.
- The racks system for hanging bagged media kits in the Children's Library has been installed.
- The CD cases have been repaired.
- We are having problems with rooms where whiteboards are mounted on the walls. Folks are using the dry erase markers on the walls as well as the boards and also leaving distasteful drawings and language for the next users to find. We are discussing our options.
- I met with representatives of the Rochester Boxing hall of fame to explore the possibility of having a history of boxing display in the library. This display would focus on Carmen Basilio one of the greatest world champions the sport has ever seen. He is a former Rochester resident and his wife lives here in Irondequoit. She is willing to contribute to the display many items of her husband's boxing memorabilia never seen before in any display anywhere.
- We held a library staff meeting on President's Day, February 20. In addition to the many internal reports, discussions and training we had a workshop by Strong health's Employee Assistance Department. The workshop covered dealing with difficult people and was taught by an excellent instructor who is a doctoral candidate in psychiatry.

4. IPL Personnel Report

- We are currently interviewing candidates for the open part-time clerk position.

5. Financial Report and Vouchers

- **Vouchers of note:** #50, Terry Buford, for renewing Bluehost.com hosting of library web site and purchase from Caster Depot of 36 casters for square tables in meeting rooms; #52,

Judith Daigle, for the appearance of Andy and Judy folk singing duo on Sunday, March 12 which turned out to be a day when the library was a warming center for wind storm victims; #54, Envisionware, for annual maintenance and service contract plus yearly Payware gateway subscription; #71, West Fire Systems, annual inspection of all fire alarms and suppression systems.

- **Financial report:** As of the end of February we were 16% of the way through the year. We have collected 17.6% of our projected miscellaneous income and 19.6% of our projected library fine and fee revenue. We have expended 14.3% of our projected employee salary budget, 3.9% of our operating expense budget and 10.2 % of our total budget.

6. Meetings and Events

- February 20 – Library staff meeting
- February 21 – Meeting with Larry Wahl, Webster School District
- February 27 – Town department heads meeting
- March 1 – Filed NY Sales tax return
- March 2 – Meeting with B. Birchard, A. Holland and M. Krueger
- March 3 – Meeting with Gino Altieri and others of Rochester Boxing Hall of Fame
- March 8 – Meeting with Sedgwick furniture reps
- March 8 – Meeting with Hale furniture reps
- March 20 – Library Long Range Plan meeting

Terry Buford, Library Director

Staff Reports: The Board suggested that the reports should be broader with less day-to-day items as they don't need to review that. Also, repetitive items do not need to be shown each month. Board also suggested getting feedback from the staff showing what they want to add and also what they want from the board.

President's Report: The Board President wanted to thank everyone who stepped in to help when the library was set up as a warming station to go to during the electrical outage after the wind storm we had. That meant the library was open many extra hours and many people stepped up to fill those extra hours in addition to their regular working hours. Also, it was suggested a hand written note be written to each individual who was here to help. A motion was made to use \$300 from the trustee account for food and drinks and have a staff recognition lunch. Motion approved. An appearance by the Town Supervisor at this luncheon to say thank you was also recommended.

Email and Other Communications:

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

Long Range Plan Report:

Draft LRP open for public comment/feedback with deadline being March 15th.
Steering Committee to meet on March 20th.

- Decision on and 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:

- 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

Committee Reports:

Budget: None

Long Range Planning: The steering committee met and incorporated feedback from emails from staff and the community. The final draft will be at the April meeting. The Board will invite Kerry Ivers to talk about it at the next meeting. Because of this the April meeting will start at 6:30pm instead of 7pm. It was decided to remove all pictures of people (no authorized signatures) and just use professional photos of the architecture. Also, the format will be changed a bit to show the basic goals first then detailed information on each.

Facilities: Sedgewick will recover all chairs from the Children’s Library that have split seams. Upholsterers will meet with library staff to select new fabric. There will be no additional cost to the library.

Personnel: Interviews have been held for new part-time clerk.

Policies: Steve still gets called away from his duties at the library and the Director will chat with Terry Thomas regarding this. The library pays Steve’s salary and it is imperative that he stay here.

Board Development: The Board reviewed the definition of what each subcommittee does and then selected members to work on the committees.

Friends Liaison Report: They will be doing the Fun Fest again this year. They also attended Advocacy Day in Albany. They are refreshing the Friends shadow box display outside the first floor meeting rooms and will also have a rack of extra copies of their newsletter there as well.

Foundation Report: They renewed Ancestry.com subscription for another year. They are still seeking donations for naming rights to different areas of the library.

Town Board Liaison Report: Town workers put in a lot of hours because of the wind storm followed by the blizzard. Another bay outlet bridge meeting is scheduled for next week. Negotiations to relocate the DPW are starting. The Town has taken over the Irondequoit Bay Marine Park.

Old Business:

Building FF&E & Punch List: Just small details left to be worked out now. Invoices for Simplex-Grinnell alarm system startup costs being addressed by Christa Construction.

IPL Board Retreat: Done

New Business:

Walls in meeting rooms: Apparently the white boards are not large enough in the meeting rooms. It was suggested that the walls be painted with a white board paint and still keep the white boards up. The cost of the special paint will be checked.

General Questions not covered elsewhere: Because of parking problems, the board discussed changing the date for board meetings. Also, the Board thought facilities should be checked twice a year as things break down a lot.

President's Remark: The President was very thankful for everyone's flexibility and helpfulness during the aftermath of the storm.

Adjournment: 9:01pm.

Respectfully submitted by Anne Boring

Recording secretary for Board Secretary Tyler Kwolek