

Irondequoit Board of Trustees

Monthly Meeting

Minutes of April 19, 2017

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

Excused: Susan Kramarsky (arrived late –attended MCLS Trustee Orientation)

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

Guest: Jack Herrema, Honorary Trustee/Irondequoit Library Foundation; Kerry Ivers, Town Development Department

Meeting called to order: 6:30pm

Agenda: Approved with amendment, moving Long Range Plan discussion with Kerry Ivers to immediately after Public Forum

Public Forum: None

Old Business:

Long Range Plan with Kerry Ivers: Guest Kerry Ivers explained the steps and procedures which led up to the 2017-2021 Long Range Plan. There were surveys and focus groups, interaction with library staff and town staff and Irondequoit residents. This will be a great funding resource. It was determined that at the start of each year, items from the previous year will be pulled out and compared with this plan. An annual report will be done each year to see how the Long Range Plan is doing.

A motion to adopt the 2017-2021 Long Range Plan was made and approved.

Board Correspondence and News: Terry Buford handed out financial disclosure forms which need to be filled out by each trustee.

Minutes: March minutes were approved with one abstention.

Vouchers: April vouchers approved.

Director's Report:

1. Library System News

- MCLS has launched two updated services. There is a new design for the MCLS homepage and all catalog links should lead to CARL's Catalog Plus as support for the Classic catalog has ended. MCLS has also rolled out a new mobile app from CARL which replaces the previous app from Boopsie. It can be downloaded from the Google Play store and it is called MCLS To Go. There are other Monroe County Library Systems in the country so be sure to choose the

one with the design theme that replicates the arches on the Broad Street aqueduct downtown.

- Rochester Philharmonic Orchestra has joined our VIP pass program. They are offering a, buy one, get one 50% off, deal for most sections of Kodak Hall

2. Town News

- Town government has ordered that all employees receive workplace violence training. We are working the scheduled workshops into our public service schedule to allow employees to attend without compromising service. A few part-time employees may need to come in when not scheduled to make it to a workshop.

3. IPL News / Facilities report.

- Hochstein School of Music has donated a piano to the library. It is a Mason and Hamlin upright that was manufactured in east Rochester. I have seen similar units for sale between \$1,000 and \$3,000. It is small enough to fit on the elevator and can be moved to any part of the library. We had to pay for moving, having it mounted on wheels and tuning.
- We received a check via FedEx from Texas for \$1550 payable to the Irondequoit Public Library. It came without any accompanying documents. A few days after depositing it in the trustee account we were notified by Chase that the check was bogus and part of a scam of some kind. The \$1550 came back out of the account but there was no charge or fee to the library.
- Two young women from Webster Thomas High School, as part of a Rotary Club project, held a cupcake sale to raise money to donate to the beneficiary organization of their choice. Rebecca Elsbree (daughter of library employee Michelle Elsbree) and Morgan Pellet donated \$120 to the IPL as a result. We sent them a thank you letter for their outstanding project.
- The six new H-P laptops bought with the grant from Senator Funke have arrived and are being readied for public use.

4. IPL Personnel Report

- We have hired a new part-time clerk. A part-time clerk has resigned and so we are again seeking one part-time clerk.

5. Financial Report and Vouchers

- **Vouchers of note:** #82, Terry Buford, wrote a \$250 check to Caccamise Moving to get the donated piano delivered; #87, Glatty Pianoforte, \$392 to get the wheels put on the piano and get it tuned; #98, Postler & Jaeckle, for annual backflow prevention test and leak repair.
- **Financial report:** As of March 31 we were 25% of the way through the year. We have collected 26% of our projected miscellaneous revenue, 27% of our projected library fine and fee revenue and 19% of our projected copier revenue. We have expended 18% of our projected expenses.

6. Meetings and Events

- March 21 – IPL Reference Team meeting
- March 27 – Town department head meeting
- March 27 – Meeting with Jesse Hollembaek of Pittsford Recreation Dept.
- March 30 – MCLS Policy Team meeting at Greece Library
- April 4 – IPL Acquisitions meeting
- April 5 – MCLS Director’s council meeting
- April 5 – RFID project completion party for staff and volunteers
- April 7 – Conference call with Webster Schools building committee
- April 14 – IPL staff wind storm thank you party
- April 19 – Supervisor Seeley and other town officials meeting about library cleaning

Terry Buford, Library Director

Staff Reports: Fran Manion feels these are very valuable as she learns something every month. The reports are now all in roughly the same format.

President’s Report:

Email and Other Communications:

- Several emails pertaining to LRP process.
- Emails pertaining to lingering cleaning issues.

Long Range Plan Report:

- Final draft ready for Library Board review.
- Kerry Ivers set to attend April Board meeting

Board Development Report:

- Updated Subcommittee Mission Statements

Personnel Subcommittee Report:

- Met to discuss planning meeting to be held with Terry on April 21st.

Committee Reports:

Budget: None. 2018 budget process begins soon.

Long Range Planning: Ms. Manion thinks they should have a vision of how to approach this annually.

Facilities: Question of how carpets and windows will be cleaned in the new library. The director will check with the town to see if they can be added to their window cleaning vendor account. The library will work on solving the dry erase easel board problem.

Director Evaluation: A new evaluation will be developed from the Long Range Plan 2017-2021.

Personnel: This committee will meet Friday to discuss part-time vacation guidelines. The results will be brought to the board at their next meeting. A motion to accept Tariq Hudson as a new part-time library clerk was made and approved.

Policies: Stephanie suggested a policy be available for accepting donations. Many times people try to give the library items that would not be useful. The library does have a collection development policy that covers some donations but this may not be sufficient. She wants a proposal at the next board meeting.

Board Development: Changes were made to the draft from last month's meeting. It includes wording to working with the staff. The board should be monitoring and measuring progress on a regular basis. It is the board's job to oversee goals.

Friends Liaison Report: Their newsletter is now being published. Copies available on rack outside first floor meeting rooms. They were part of the senior expo at St. Cecilia's which had a good turnout – in spite of the snow. They are also participating in the Teen Book Festival.

Foundation Report: They funded \$6,500 for the Bibliotheca extended warranty and maintenance agreement and \$2,040 for Ancestry.com annual subscription.

Town Board Liaison Report: Town received \$1.5 million dollars from insurance so far and have been able to replace some of the trucks that were destroyed in the fire. They are also looking to buy used trucks at auctions. A corporate call center will be established in the old Macy's building by the end of August. There was another meeting regarding options for the bay outlet bridge. Irondequoit Bay is a safe Harbor which puts the Coast Guard in charge of the bridge. All should be completed by September or October.

New Business:

Available Funding/Naming Opportunities in Library: The staff came up with areas to name which is attached.

Patron/Staff Pain Points: The board discussed items on the list and ways to eliminate them. **See list.**

General Questions not covered elsewhere: Next two library board meetings are in the Glen Haven Room upstairs.

President's Remark: Thanks for a productive meeting and all the work on the Long Range Plan. The board agreed to try starting the next board meeting at 6:30 again to see how it works out.

Adjournment: 8:48pm.

Respectfully submitted by Anne Boring

Recording secretary for Library Board Secretary Tyler Kwolek