

Irondequoit Board of Trustees
Monthly meeting
Minutes of May 17, 2017

Present: Stephanie Squicciarini, Fran Manion, Bud Birchard, Tyler Kwolek, Michelle Beechey

Excused: Susan Kramarsky, Collene Burns

Also Present: Terry Buford, Library Director; John Perticone, Town Board Liaison; Terri Dalton, Friends of the Library; Mary Joyce D'Aurizio, IPL Foundation.

Guests: Mary Ellen Jones, Matt Krueger, Teen Librarian

Meeting called to order: 6:30 pm

Approval of Agenda: Approved

Public Forum: None

Board Correspondence and News: Patron comments from nominations of the IPL for RRLC Library of the Year contained in packets. We received a thank you note from the Friends for our support.

Minutes: Approved

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: Staff reports were emailed on May 16. There has been an increase of complaints about the vending machines (expired food; cleanliness of machines). The route manager assures us that it will get better.

President’s Report:

Board Development Report:

- Updated Subcommittee Mission Statements

Personnel Subcommittee Report:

- Michelle, Collene, and I met with Terry to discuss ideas and plans for the way the Subcommittee can support the work he does. Included was a discussion of the chain of command for staff to follow along with a plan for Board Members to rotate and attend Month or Staff Training Meetings to meet staff.
- Terry emailed the following updates:
 - We have filled our final open part-time clerk position by bringing back Rachel Peden a college student and town resident who has worked for us before. Her school schedule and other jobs have caused her to have to leave us in the past and this may happen again but we should be good for the summer. We weren’t happy with many of the candidates except for two, one of whom could not start until September and the other turned us down when she found a job she preferred. Rachel is experienced and still subs for us occasionally so bringing her back up to speed should take little time at all. If you’ve seen us march in the 4th of July parade Rachel is the talented young woman who rides a unicycle and juggles. Her approval will be on the agenda for the May board meeting.
 - Most staff have now attended town sponsored workplace violence training workshops.
 - At our last MCLS Director’s Council meeting some directors discussed what their towns were doing to adjust to the new minimum wage law. The difficulty for most of us is the rapidly shrinking wage gap between the lowest paid staff, pages making minimum wage, and the next highest paid level, circulation desk staff, in our case library clerks. When I started in 2004 pages received \$5.44 per hour, clerks \$9.60 per hour. In 2018 if pages make minimum wage it will be \$10.40,

clerks will make \$12.77 Library Assts \$15.66. Two basic approaches were discussed. The first is obvious, increase the hourly rate of circulation staff. The second, increase the responsibilities of pages to include more circulation duties. Obviously some of the existing pages were not hired for this and may not be suited to it. Some are doing both.

Facilities:

- Terry emailed the following updates:
 - The art club show is over and as usual with a big, multi-day event, the carpets took a beating. Steve is working on getting out the many stains left by visitors and art club staff. The heavy use the rooms get makes it hard to block out enough time to do it. The Friends Trunk Sale follows right after so we'll reassess the carpets after that.
 - Steve and Terry Thomas have found a new cleaner that is far more effective in getting out the dry erase marker stains from the meeting room walls. He is using it to clean the affected walls in the meeting rooms and they look quite a bit better. We have ordered more and we may delay the more expensive whiteboard paint experiment to see how well we can cope with just the improved cleaning.
 - A crew from Ted Hosmer landscaping did a spring cleanup of the library grounds this week.
 - I have had the electric, data and voice cables that serve the first floor info desk rerouted through the wall so that they no longer snake out from under the storage area door and along the floor in an unsightly manner.
 - Big Friends Trunk sale is tomorrow (Saturday, May 13). Building and courtyards will be used to the limit with many vendors inside and out. They may have slightly oversold their inside vendor slots so we are brainstorming extra spots from which people can sell their stuff.
 - The Food Cupboard donation box has arrived from the WISC shop class.

Committee Reports:

Budget: The rapidly increasing minimum wage is compressing the pay raise scale. Many libraries are either raising clerks pay or increasing page duties or both. An explanation of part time clerk pay versus full time clerk pay and part time benefits followed.

Long Range Planning: The long range planning staff report has been turned in. The committee will be meeting in June to come up with an initial plan to monitor progress of the long range plan. A Strong Star Card (customer feedback card) from Strong Hospital was shown to board members as an idea for our own customer feedback forms.

Facilities: The cleaning of the library is going well. Steve is here full time. A new dry erase product has been found to clean the marks off the white boards. The Facility committee will schedule a walk- through of the building twice a year. Every Town Safety Committee meeting will be attended by a library employee. Window cleaning needs to be scheduled and replacement ideas for the book drop need to be researched.

Director Evaluation: An email will be sent out in June.

Personnel: The committee met with Terry last month and brainstormed on how we can support Terry and Nora. We need an official pathway for staff complaints and concerns and trustees need to be more visible to staff. There was a discussion of the dispute about how part timer's vacation hours are accrued and carried over. A motion was made to continue the past practice of crediting an entire year of vacation credit for part-timers hired after January 1 and allowing the carryover of remaining hours from the 2016 part time hires. Motion carried. Personnel committee will continue to examine this issue in terms of 2017 and future hires and a possible tightening of the language in that section of the personnel policy.

Policies: We will be updating our donation policy for material other than books. The suggestions in Susan's report have been approved. A motion was made to accept the revised library donation policy as proposed by policy subcommittee. Motion carried.

Board Development: A motion was made to use the improved mission statements for the library board subcommittees. Motion carried.

Friends Liaison Report: The Trunk Sale made equal to or more than the money made last year. Thousands of raffle tickets were sold. There will be a follow up meeting on Friday, May 19. We will survey vendors for suggestions of things might be done differently.

We will have a table at the Farmer's Market this year.

We will be providing breakfast for the June 14th staff meeting.

We will have our annual meeting on June 27th. Invitations will be going in the mail this week.

We will be recognizing one of the original treasurers from 1972 and the family of one of our donors.

In July there will be a meeting with the chairman of the volunteer committee to discuss how we can use our volunteers better.

Our fashion show will be on September 16.

Foundation Report: Mary Joyce will be sponsoring an exhibit for the 100th anniversary of women's suffrage.

There will be a meeting to discuss relations between town boards and library boards and directors in June.

We need to be monitoring our restrooms frequently.

We funded the History of Chocolate exhibit at The Genesee Country Museum and we funded the Bibliotheca subscription. We also funded Ancestry.com for \$2100.

Town Board Liaison Report: The DPW will be moving in approximately two years to the 590 site. It is a 12 acre site. Equipment lost in the fire is being replaced. We got bids for the fields at Camp Eastman. We had a groundbreaking for the baseball fields.

We have not heard back from the county regarding reimbursement for property maintenance. There will be a public hearing on the deer bow hunt next month.

Old Business: Richard Funke and Joe Morelle pledged \$50,000 each at the library's grand opening. The restrictions for use of the funds were that it had to be spent on some permanent improvement to the building that could not be moved eliminating furniture, computers, etc. The Idea of a backup generator has been approved. Estimates for a generator are being researched. The Money includes all site work.

The Irondequoit Food Cupboard collection box and the puppet theater have been completed and delivered. The magazine rack is being worked on.

New Business: A motion was made to approve the hiring of Rachel Peden as a part time library clerk. Motion carried.

A discussion of vacation conflicts for board members during the summer meetings took place. The meeting time for board meetings has been changed to 6:30 pm until further notice.

Board President's Remarks: Thank you all. Our meetings have been very productive. Michelle Beechey, Matt Krueger and Craig Marasco should be praised for all their work on the Teen Book Festival.

Respectfully,

Eileen Hayes-Power, Recording Secretary
For Board Secretary Tyler Kwolek