

Irondequoit Board of Trustees

Monthly Meeting

Minutes of June 21, 2017

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

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

Meeting called to order: 6:30pm

Agenda: Approved after adding Attendance

Attendance: Added so trustees could let board members know if not available for upcoming meetings. In July Collene Burns won't be available. Michelle Beechey and Bud Birchard may not be available.

Public Forum: None

Board Correspondence and News: Stephanie Squicciarini met with Friends Terry Dalton regarding Board recruitment ideas. She also responded to a Facebook request for more summer hours for the library. She responded that we are open more hours than ever before and summer hours do not start till end of June. Board may have further discussion regarding summer hours. She was asked to remind the Board that June 27th is the Friends annual meeting.

Minutes: June minutes were approved

Vouchers: June vouchers approved.

Director's Report:

1. Library System News

- The current contract between MCLS and member libraries called the Document of Understanding (DOU) expires at the end of the year. The edited draft version, which you received in your packets last month, has now been approved by the Director's Council. It now goes to the MCLS Board. Once they approve it you will be asked to review the final version and approve it as will every member board in the system. The DOU lays out rights and responsibilities of both the library system and the members.

2. Town News

- The 4th of July is coming and that means various disruptions and inconveniences on campus as things get moved here and set up. Prepare for small delays, some loss of parking and other small disruptions. The library is closed Sunday, July 2 through Tuesday, July 4. The staff has made their choices for making up time for being closed Tuesday, July 3 and we will have staff emptying the book drop.

3. IPL News / Facilities report

- We will be partnering with RIT to host a Video Gaming Conference on Saturday, September 30th. 20 to 30 local video game creators will present their latest and greatest creations for enthusiasts. There will be educational workshops as well for folks aspiring to enter the video game creation field. RIT is now ranked as the #2 school in the country for aspiring video game creators.
- Here are the remaining staff meetings for the rest of the year. Please feel free to pop in to one, introduce yourself so the staff can get to know you. All meetings run 9 am – 10 am except for the staff training days which run much longer.

Monday, July 17

Friday, August 11

Thursday, September 14

Tuesday, October 17

Friday, November 10 (staff training day)

Thursday, December 14

- We have been discussing concerns about the opioid abuse wave that seems to be sweeping the country. In Erie County there were 7 deaths in one day in March. Some libraries are considering purchasing Narcan and getting training for suspected overdoses as well as needle and sharps disposal collection bottles for the public. This can be controversial. RPL has the city attorney studying the issue after there was a suspected overdose at the Rundel Library. Town HR is announcing blood borne pathogens training for town staff.
- We are working on a list of minor building issues that the Assistant Fire Marshall gave me after our last inspection. I'll bring the list to the meeting so you can see what the issues are and what progress we have made.

4. IPL Personnel Report

- Ruth Otto, Children's Librarian is retiring and her last day of work is August 25th. I am calculating the cost of paying out for any unused vacation vs the savings of her replacement's lower salary. I should have that for the meeting. Ruth has been serving the youth and parents of Irondequoit with distinction for many years. She is one of the big reasons why our reputation around town and in the schools is so excellent.
- Our staff training day on June 14th went well. The keynote speaker was Joanne DiBaudo of the U of R who presented a workshop on Understanding and Dealing with Mental Illness. We also had breakfast courtesy of the Friends of the IPL who explained their role to the staff for the benefit of our many new hires.

5. Financial Report and Vouchers

- **Vouchers of note:** #146, Bibliotheca, for RFID labels imprinted with our logo; #154, Faronics, for software that locks down and protects the new laptops from all mischief, virus attacks, etc.; #166, Postler and Jaeckle, for ½ of the annual HVAC maintenance contract.
- **Financial report:** As of May 31, 41% of the fiscal year has elapsed. We have received 95% of our revenue, with library generated revenue still going generally very well with Miscellaneous at 41.1% and Library Charges at 41.09% of projections. Copier as usual lags behind at 32%. Looking at a couple of specific revenue streams, the bookstore continues to do well averaging about \$2,500 per month. Vending machine revenue, not a significant source for us, averages less than \$20 per month. Looking at expenditures we are at 41.6% of projected payroll expended and 25% of projected operating expenses. Overall expenditures are at 47.63% of projections due to the financing portion of the budget.

6. Meetings and Events

- May 22 – Sedgwick furniture meeting
- May 22 – Town department head meeting
- May 24-29 - Vacation
- June 5 – Town department head meeting
- June 7 – MCLS Director’s council meeting
- June 9 – IPL Board personnel committee meeting
- June 9 – Tour of library with West Seneca, NY library board and staff
- June 13 – Acquisitions team meeting
- June 14 – Staff training day
- June 16 – Gino Arliotta, Rochester Boxing Hall of fame
- June 16 – Acquisitions team meeting

Terry Buford, Library Director

Staff Reports: Susan Kramarsky was impressed with Amy Henderson’s idea to give prizes won in summer read back to a charity that assists families of recent immigrants and refugees.

President’s Report: We have already discussed everything that would have been in my report.

Committee Reports:

Budget: Town 2018 budget process begins soon. Terry reviewed the steps this involves.

Long Range Planning: Ms. Manion said a date needs to be set for early July to coordinate trustee goals which will include staff input.

Facilities: Discussion regarding the Funke grant money and a possible backup generator.

Director Evaluation: Discussed the state evaluation and what parts of it might work for us.

Personnel: Discussed the shifting and changing rolls because of the changes in personnel. Discussed a handbook for employees. Should be finalized by mid-October to be presented at the November staff meeting.

Policies: None

Board Development: None

Friends Liaison Report: None

Foundation Report: None

Town Board Liaison Report: Town Board discussed revising the bow hunting regulations at their Tuesday meeting. Two Lieutenants are retiring from the police at the end of June which will temporarily stretch the police work force. Work is starting at Camp Eastman to knock down the earthen berm and create athletic fields. Keenan's is closing at the end of June.

Old Business:

Senator Funke grand opening grant: Already reviewed under facilities report.

MCLS Document of Understanding: This spells out the rights and responsibilities of libraries and library systems. The Board will vote to approve this agreement at the August meeting.

New Business:

Library history display cases: Discussed the availability and usage of these cases.

Library Case Discussion: Servomation's contract is up at the end of the year. Discussed keeping them or looking elsewhere. Eventually the café area needs to be promoted.

General Questions not covered elsewhere:

President's Remark: Kudos to Amy Holland and Matt Krueger for the video they did requesting the presence of Rick Riordan. It appears to have worked as he is coming to Rochester!

Adjournment: 8:25pm.

Respectfully submitted by Anne Boring

Recording secretary

For Library Board Secretary Tyler Kwolek