

Irondequoit Board of Trustees

Monthly Meeting

Minutes of July 19, 2017

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

Excused: Collene Burns, John Perticone

Also present: Terry Buford, Library Director

Guests: Chris Finger, Friends; Mary Ellen Jones, Honorary Trustee

Meeting called to order: 6:30pm

Agenda: Approved as amended

Attendance: All expect to be in attendance in August

Public Forum: None

Board Correspondence and News: Two thank you notes were received from patrons – one for Craig Marasco for his help in computer instruction and another from the Greater Rochester Rose Society president who appreciated the library's help with their annual show and presentations.

Minutes: July minutes were approved with one correction.

Vouchers: July vouchers approved.

Director's Report:

1. Library System News

- Encyclopedia Britannica Academic Edition has been added to the list of databases available to all public libraries in New York through the NOVEL-NY program of the NYS Education Department. A version suitable for elementary to middle school students, Britannica School, as well as a Spanish language version of the Britannica School have also been added. There are over 30 subscription databases available to MCLS customers, many also accessible from outside the library.

2. Town News

- The town campus will continue to experience minor disruptions as the DPW gets a temporary building erected to house operations until the new building off-site is ready.
- We have raised parking lot safety as an issue at town safety meetings. Many cars drive through the parking lot very quickly and often ignore stop signs.

3. IPL News / Facilities report

- I had a brief meeting with Supervisor Seeley to make certain he was aware of the major programs we have upcoming this year. He was quite enthusiastic about the computer gaming conference which is co-sponsored by the MAGIC Center as well as all aspects of the United Stories of Rochester series.
- 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.

Friday, August 11

Thursday, September 14

Tuesday, October 17

Friday, November 10 (staff training day)

Thursday, December 14

- We are working our way through the list of building issues presented by the Assistant Fire Marshall. We have solved most of the minor issues and met with the representative from the sprinkler company, Allied Fire Protection Systems. We are waiting to see the estimates for the work needed.
- I am meeting tomorrow with Joe Shaw, General Manager of Servomation to go over our options for improved coffee service, Keurig machines and healthy snack vending.
- The Carmen Basilio Showcase display, co-sponsored by the library, town historian, Ukrainian Community Foundation and Rochester Boxing Hall of Fame is being installed as a write this report.

4. IPL Personnel Report

- Three current employees have applied for the vacant IT Librarian position. We will interview them later this month.

5. Financial Report and Vouchers

- **Vouchers of note:** #183, Envisionware, annual subscription for mobile printing services. #195, MCLS, VIP Passes.
- **Financial report:** As of June 30th we were 50% of the way through the year making it a great time to look at library finances. Our financial picture is good. We have collected 96% of our projected revenue. We are at 49% for Miscellaneous Income and 47% for Library Charges. We have expended 55% of our projected expenses due to the financing portion of the budget. Most importantly, Salaries (Personnel Services) are at 49% and Operating Expenses (Contracted Services) are at 39%.

6. Meetings and Events

- June 22 – Meeting with Bob Collins and Gino Arliotta of Rochester Boxing Hall of Fame
- June 24 – Meet with folks from Rochester Rose Show
- June 27 – Meet with folks from US Census Bureau
- June 27 – Meet with Fire Marshall and J. Perticone for inspection
- June 27 – Friends of the IPL Annual meeting
- July 6 – IPL Personnel Committee meeting
- July 7 – Meeting with Bob Collins, Rochester Boxing Hall of Fame
- July 10 – Town Dept. head meeting
- July 10 – Meeting with rep from Allied Fire Protection Systems
- July 12 – Library management team meeting
- July 13 – Meeting with Tamara Denysenko, Ukrainian Federal Credit Union
- July 13 – Meeting with Patricia Wayne, Town Historian
- July 17 – Library staff meeting
- July 17 – Meeting with Bob Collins and Gino Arliotta of Rochester Boxing Hall of Fame

Terry Buford, Library Director

Staff Reports: Library acquisitions staff is investigating outsourcing book on CD processing.

President's Report: Acknowledgement of donations and volunteers doing landscaping of grounds was discussed.

Committee Reports:

Budget: Director distributed schedule for the 2018 budget process for the library.

Long Range Planning: Methods for tracking progress of these plans were discussed. Ms. Manion outlined goals of the trustees.

Facilities: Working through the Fire Marshal check list. Placement of sprinklers is under review and Mr. Perticone is looking into original plans to see if contractor is responsible for replacing. Also discussed cost of library generator.

Director Evaluation: Tentative plan has been developed and may be available by September meeting for discussion and approval at October meeting.

Personnel: Discussed the shifting and changing rolls of employees due to the retirement of the children's librarian in August. Working on an employee handbook for all employees that will include the personnel policy and other information important for people working at the library.

Policies: Working on a gaming policy for board review and eventual approval.

Board Development: The board will have two vacancies at the end of 2017: Ms. Squicciarini will reach her limit to be a trustee and cannot seek reappointment. Tyler Kwolek, who is filling out the term of a

trustee who resigned, has said he would like to be reappointed. Ms. Squicciarini is reaching out to Supervisor Seeley and putting together a check list of skills we seek for new trustees.

Friends Liaison Report: Friends are also looking for new board members. MS. Finger passed out a short description showing what they do and why more residents should consider joining.

Foundation Report: None

Town Board Liaison Report: None

Old Business:

Senator Funke grand opening grant: Talked about the cost for a backup generator and what configuration and power source would be most desirable. The March wind storm we had showed the importance of the library as a refuge for residents who had lost power and could not stay in their homes.

MCLS Document of Understanding: This document outlines the relationship between the library system and the member libraries who are its true customers. Every member library board has to approve this new contract.

New Business:

Supporting a grant application for town campus improvements: When the DPW moves to a new location, the town is looking at cultural grants to help defray the cost of improving the portion of the town hall campus is vacated. Support from cultural institutions like the library could be needed for a successful application.

Motion made to authorize the library board president to sign a letter of support for the Town campus improvement grant. Motion approved.

Food truck idea: Food trucks have been suggested to improve dining options for folks attending the video game conference in September. Terry reached out to Parks and Recreation to find out what is required of each vendor.

General Questions not covered elsewhere: Gaming conference in September is sponsored with R.I.T. Registration is through R.I.T. This conference is for people interested in video game development and design as well as enthusiasts.

President's Remark: Thank you for all the work you are all doing.

Adjournment: 8:20pm.

Respectfully submitted by Anne Boring

Recording Secretary for Board Secretary, Tyler Kwolek.