

Irondequoit Board of Trustees

Monthly Meeting

Minutes of August 16, 2017

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

Also present: Terry Buford, Library Director, John Perticone, Town liaison, Terri Dalton, Friends

Meeting called to order: 6:30pm

Agenda: Requested to move all items that required a vote to just below vouchers. Approved as amended.

Attendance: Ms. Kramarsky unavailable on 9/20/17 so moved to change date to 9/13/17. Motion approved.

Public Forum: None

Board Correspondence and News: Fran Manion is resigning from the Board. Ms. Squicciarini is leaving the board at the end of the year having reached her term limits. She offered to assist the board with board development for next year. Ms. Manion's resignation leaves the board with few experienced trustees. Some trustees asked if she would be willing to continue on the board in 2018. This would require an alteration of the board's by-laws.

Minutes: July minutes were amended with one change and approved with one abstention.

Vouchers: July vouchers approved.

New gaming policy: Discussed by Board. Decided needed to be reviewed further and will look at next Board meeting.

Amend patron behavior policy: Discussed altering of documents on library computers. Motion made to add "illegal activities" to the list of actions prohibited in the library. Motion approved.

Vote to approve hiring of full-time Librarian I: Motion to approve promoting Nancy Cowan from part-time Library Assistant to fulltime Librarian I to replace IT librarian. Motion approved.

Director's Report:

1. Library System News

- Next month I will be serving on the MCLS committee reviewing NYS Library Construction grant applications. They look for people who are not applying and have experience with the program.
- We've been dealing with complications resulting from the latest CARL software upgrade. There have been problems with the online catalog working smoothly on "catalog only" PCs in the library and with the MCLS To Go mobile app. They may all be behind us as of Thursday, August 10.

2. Town News

- The additional parking adjacent to the DPW has helped ease congestion, especially on Farmers Market Thursdays.
- I met with Parks and Recreation managers Don Sinton and Katrina Hall to brainstorm ways to smooth out the process for residents who want to make meeting room reservations that require payment of fees.

3. IPL News / Facilities report

- Here are the remaining staff meetings for the rest of the year. Trustees, 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.
Thursday, September 14
Tuesday, October 17
Friday, November 10 (staff training day)
Thursday, December 14
- The recommended changes to the library building sprinkler system are underway. Allied Fire Protection Systems will be doing the work.
- I met 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 now underway.
- The IPL Foundation has agreed to cover the cost of another annual maintenance contract with Bibliotheca.
- We will host a safe eclipse viewing event here on August 21. Library visitors will be able to watch as we live stream the NASA eclipse video feed in our meeting rooms.

4. IPL Personnel Report

- We have chosen Nancy Cowan, Irondequoit resident, to be the new IT Librarian. She is currently a part-time Library Assistant here and a part-time Librarian I with the Rochester Public Library. Nancy was also an intern with us when she was in graduate school.

5. Financial Report and Vouchers

- **Vouchers of note:** #207, Terry Buford, annual fee to own our domain names; #210, Demco Software, annual Evanced license and support fee; #212, Fusion Digital, annual license fee for VMware and enterprise antivirus and troubleshooting of audio problems in Lake Ontario Room; #226, Sedgwick Business Interiors, design, manufacture and install of hanging bag racks in Children's Library, #228, Simplex-Grinnell, annual fee for alarm monitoring; #232, TakeForm, additional end cap signage brackets.
- **Financial report:** As of July 31, 58% of the year had elapsed. We had collected 96.5% of our projected revenue with library generated revenue at 55.5% for miscellaneous, 54% library

charges and 44.7% copier. We had expended 61% of our budget so we are rapidly closing the expenditure gap caused by the \$444,000 debt service payment at the beginning of the year. Salary expenditures are on target at 57% and operating expenditures are at 47%.

6. Meetings and Events

- July 24 – Meeting with Josephine Basilio and family
- July 25 – Town Department Heads meeting
- July 26 – Town Budget kickoff meeting
- July 27 – Library manager meeting
- July 28 – Library reference staff meeting
- August 1 – Library acquisitions team meeting
- August 8 – Meeting with Don Sinton of DPW and Katrina Hall of Parks and Rec at Pinegrove
- August 10 – Library acquisitions team meeting
- August 10 – Meeting with Andrae Evans of Kiwanis
- August 11 – Meeting with Joe Shaw of Servomation
- August 11 - Library staff meeting
- August 15 – Library Management team meeting

Staff Reports: No discussion.

President's Report: Board president said thank you to Ruth Otto, children's Librarian for her service at IPL. Ms. Otto retires at the end of August.

Committee Reports:

Budget: In process for 2018.

Long Range Planning: Working on a universal template for staff reports that incorporates reporting on important goals in the Long Range Plan.

Facilities: Work on sprinkler system required by the Fire Marshall will start next week. May be completed in one day. Cost is estimated at \$1800. State approved the last round of the construction grant. Will soon be getting a final check.

Director Evaluation: Subcommittee meeting after Board meeting in executive session.

Personnel: Subcommittee meets tomorrow morning.

Policies: Nothing additional to report.

Friends Liaison Report: Fashion show soon. Also have board vacancies. Notice put in their newsletter which generated some interest by residents. Barnes & Noble fund raiser in November. Suggested a reunion at the library for residents who used the library as a refuge during the arch wind storm and power outage.

Foundation Report: None. However the Director was grateful that the Foundation paid the invoice for the Bibliotheca maintenance agreement renewal.

Town Board Liaison Report: Bids are in for the new DPW building so will start on this soon. The land swap for the new building has been approved. There is a meeting scheduled with the Mall developer. A press conference will be held soon. Relief money is available for people along the lake. Mr. Peticone made a proclamation at McEvoy Park honoring two residents in their 90's still playing in the softball league.

Old Business:

Senator Funke grand opening grant: No update. Generator project moving ahead.

MCLS Document of Understanding: This document needs to be approved by all member library boards by the end of October.

General Questions not covered elsewhere: None.

President's Remark: Thank you all.

Executive Session:

Motion made and seconded for the Director Evaluation Subcommittee to enter into Executive Session for the purpose of discussing the director evaluation. Passed unanimously at 8:40pm.

Director Evaluation Subcommittee, Susan, Bud, Collene and Stephanie, discussed the director evaluation.

Motion made and seconded to adjourn Executive Session. Passed unanimously at 9:10pm.

Adjournment:

Motion made and seconded to adjourn regular Board meeting. Passed unanimously at 9:10pm.

Respectfully submitted by Anne Boring, Recording Secretary for Board Secretary Tyler Kwolek