

Irondequoit Board of Trustees
Monthly Meeting
Minutes of September 13, 2017

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

Also present: Terry Buford, Library Director; John Perticone, Town Liaison

Meeting called to order: 6:31 pm.

Agenda: Approved, with executive session added.

Attendance: October 18 meeting date stands.

Public Forum/Guests: Adriana Schubmehl, Head of Processing; Betsy Quentin, Library Clerk

Board Correspondence and News: A document showing correspondence from a Webster resident regarding the *United Stories of America* programs included in board members packets.

Approval of Board Minutes: Approved as amended.

Vouchers: A motion was made to authorize Treasurer, Collene Burns to sign vouchers. Motion carried.

Director's Report:

1. Library System News

- Before the end of the year MCLS plans to switch over to CARL as a hosted service. This means that there will no longer be a big Sun Microsystems computer downtown in a heavily air-conditioned room running the circulation and catalog for MCLS. Instead, it will be hosted by CARL on their computers in Colorado and all services will be delivered over the internet. Relying on the ever increasing reliability of the national telecommunications infrastructure instead of expensive local equipment is a growing trend. It saves money and lets vendors solve problems more easily. Evanced, our event calendar, program registration and room reservation system is also a hosted service.

2. Town News

- Terry Thomas and the town maintenance department have been very helpful as we implement the building changes recommended by the Fire Marshall.
- Don Sinton, Assistant DPW Commissioner has been very helpful and patient as we worked our way through the recent issues we had with the Fire Alarm system.

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 have been completed by Allied Fire Protection Systems.
- I am working with Postler and Jaeckle trying to determine why our rooftop HVAC units are leaking refrigerant. Two of the five units are completely empty. They are no longer under warranty.
- It is confirmed that the “Le Petit Poutine” food truck will be at the video gaming conference on September 30.

4. IPL Personnel Report

- We have begun recruiting a part-time Librarian Assistant to replace Nancy Cowan who was promoted to full-time Librarian I.

5. Financial Report and Vouchers

- **Vouchers of note:** No vouchers ready for this meeting.
- **Financial report:** No financial report for this meeting.

6. Meetings and Events

- August 15 – Library Board personnel Committee meeting
- August 28 – Town Department Head meeting
- August 29 – Reference team meeting
- September 1 – Meeting with Joe Shembada of Simplex-Grinnell
- September 5 – Meeting with Postler & Jaeckle service reps
- September 6 – MCLS Director’s Council meeting
- September 7 – Library Board Personnel Committee meeting
- September 8 – Meeting with Simplex-Grinnell techs
- September 11 – MCLS Construction grant evaluation team meeting
- September 11 – Town Department head meeting

Staff Reports: Emailed to trustees.

President’s Report: Will be reported in individual subcommittee reports.

Committee Reports:

Budget: We will review our 2018 budget proposal tonight and it will be sent on to the town Supervisor and Comptroller. We will meet with them on Monday morning.

Long Range Planning: The template for staff reports will be ready for the meeting next week.

Facilities: Director Evaluation: The fire marshal's requests are getting done; smoke detectors have been rearranged with the exception of a couple which are mounted in dry wall. Two of five roof top HVAC units have leaked all of their refrigerant; Postler & Jaeckle are investigating. The town's phone system has been down at least once a month and they are looking at options as it is about 12 years old. Alarms going off for no reason have been fixed. A building walk through for facilities committee needs to be scheduled.

Director Evaluation: The subcommittee met after our last meeting. Susan sent out comments. We will meet again after this meeting.

Personnel: At the committee meeting we talked about the November 10th staff training day as well as salary and benefits for the budget process. By next week we will have new visions for the framework of staff reports.

Policies: New gaming policies will be discussed in Old Business.

Board development: Fran Manion has resigned and the supervisor has been updated. Stephanie will not be able to take over Fran's position on the board but will stay on as an honorary member. There was a discussion of library board steps to come.

Friends Liaison Report: The Fashion show is this Saturday, September 16. Tickets have been sold out.

Foundation Report: We will be having a meeting tomorrow night. We will be electing officers. It is not known if Mary Joyce is planning on staying on the board.

Town Board Liaison Report: The Skyview Community Center is still being explored. We may be able to get grant money. There will be community input. We are in the process of picking a Construction Manager for the public works building. Decisions will be made on Tuesday.

Old Business:

Senator Funke grand opening grant: Tomorrow afternoon engineers from Labella will come through the building to plan for the installation of an emergency generator.

MCLS Document of Understanding: Motion made to sign the new document. Motion carried.

New Gaming Policy: A series of meetings was held with the children and teen librarians. The children's librarians are not keen on providing gaming in the children's area. The policy has been rewritten to reflect gaming in the teen library only. Ages 10 to 18 will be allowed to play in the teen library. Games must be rated no higher (older) than E plus 10. Motion made to approve. Motion carried.

New Business:

2018 Close dates: A list of next year's closing dates was given to board members for approval. Approval has been tabled until the October meeting.

2018 Budget proposal: Opening comments from Collene Burns. A line by line discussion of the proposed budget followed. A motion was made to extend the contractual COLA percentage of 2.5 percent to non CSEA staff including Library Director with the exceptions of pages. Motion carried.

A motion was made to accept the preliminary budget with discussed amendments to present to the town board for final approval. Motion carried.

General Questions not covered elsewhere: None

President's Remark: Thank you everybody for the lively discussions. Thank you visitors for staying and thank you Eileen.

At 9:50 PM a motion was made for the director evaluation subcommittee to enter into executive session for discussing the director evaluation. Motion carried.

Executive Session: The Subcommittee discussed the director evaluation. A motion was made at 10:15 PM to adjourn the executive session. Motion carried.

Adjournment: A motion was made at 10:15 PM to adjourn the regular board meeting. Motion carried.

Respectfully submitted,

Stephanie A. Squicciarini, Board President

and

Eileen Hayes-Power, Secretary for Board Secretary Tyler Kwolek.