

Irondequoit Board of Trustees

Monthly Meeting

Minutes of October 18, 2017

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

Also present: Terry Buford, Library Director; Terri Dalton, Friends Liaison

Meeting called to order: 6:30 pm

Agenda: Approved

Attendance: November 15, 2017 meeting approved.

Public Forum/Guests: None

Board Correspondence and News: Discussion of a letter from patron expressing concern regarding United Stories of America program.

The board will send Anne Boring a card and a gift card. Motion made to spend fifty dollars out of the board account for Anne's gift card. Motion carried.

Approval of Board Minutes: Approved.

Vouchers: September and October vouchers approved.

Director's Report:

1. Library System News

- The work to switch MCLS over to CARL as a hosted service will begin shortly after 5 PM on Saturday, October 21. Depending on how smoothly the process goes, we may not have access to CARL on Sunday the 22nd. This would mean no returns, no fine payment or any catalog functions. It would still be possible to charge out using system down software. Internet, Wi-Fi and Library Document Station functions would still be available

2. Town News

- Work on the DPW temporary building has started. There have been no disruptions to library operations and a few extra parking spots have become available. The temporary buildings will all be able to be dismantled and rebuilt on the new DPW site.
- On Halloween kids from nursery schools and daycares throughout the town will visit the town campus and trick or treat town offices. This is all arranged by Maria Vecchio, Supervisor Seeley's administrative assistant.

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.

Friday, November 10 (staff training day)

Thursday, December 14

- Still working with Postler & Jaeckle on refrigerant leaks and manufacturer picking up repair costs. The mild weather has been a big help in this situation as portions of the Children's Library can't be heated or air conditioned until this is fixed.
- Working on problem with vandalism of A/V equipment in meeting rooms.
- Boiler changes mandated by NYS Boiler Safety Bureau have been completed by Poster & Jaeckle

4. IPL Personnel Report

- We have provisionally appointed Stephanie Schubmehl, formerly part-time Library Clerk, as the new part-time Library Assistant to replace Nancy Cowan who was promoted to full-time Librarian I.

5. Financial Report and Vouchers

- **Vouchers of note:** #238, Allied Fire Protection, For repairs to and extension of sprinkler system; #253, Fusion Digital, Licensing for virtual desktop software and service and support from VMWare; #273, Postler& Jaeckle, for troubleshooting refrigerant leaks on two rooftop units and for supplies for semi-annual preventative maintenance servicing; #275, Simplex-Grinnell, for repair of faulty smoke detector causing false fire alarms.
- **Financial report:** Library finances are in good shape. As of September 30th we were 75% of the way through the year. Library revenue is at 98% with Miscellaneous Income at 72% and Library Charges at 73%. This is about a \$3,500 shortfall which is smaller than previous years and manageable. Expenditures are at 74% with Contractual Expenses, the actual library operating costs at 59%. Salaries are at 76%.

6. Meetings and Events

- September 14 – Library staff meeting
- September 15 – Meeting with Joe LaGoy of LaBella
- September 16 – Friends fashion show
- September 18 – Budget meeting with trustees and Supervisor Seeley
- September 21 – Library Board personnel committee meeting
- September 21 – Library assistant interviews
- September 25 – Town Department head meeting
- September 25 – Facilities committee building walkthrough
- September 26 – Meeting with Adriana Schubmehl
- September 28 – Meeting with Poster & Jaeckle technicians
- October 4 – MCLS Directors Council meeting
- October 10 – Town Department Head meetings
- October 11 – NYS Boiler Inspection
- October 11 – Meeting with Russ Militello of Postler & Jaeckle
- October 17 – Library staff meeting

Staff development and training

1. Hours of cross training 0 2. # of staff meetings attended 3

3. #of MCLS meetings attended ___1___ 4. # prof organization meetings attended _____
5. # of all other prof development sessions attended ___0___ 6. # of contact hours for #5 _____

Collection management

7. # of specific titles requested by patrons _____ 8. # of specific titles purchased for #1 _____
9. # of requests for accommodations for patrons with disabilities _____
10. # of successful accommodations for #9

Programming

11. # of program sessions conducted _____ 12. Attendance at programs conducted _____
13. Amount spent on programming, performer fees, supplies for #11 _____
14. # of program surveys returned _____ 15. Average score of surveys for #14 _____

Technology

16. # of Maker's lab programs you conducted _____ 17. Attendance at #16 _____
18. # of maker's lab non-program uses _____
19. List any new equipment purchased or donated for maker's lab _____
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Terry Buford, Library Director

Staff Reports: No report.

President's Report: No report.

Committee Reports:

Budget: There will be a presentation of the library budget at the town board workshop tomorrow, October 19 at 5:30. Discussion followed.

Long Range Planning: No report

Facilities: There was a power failure on the weekend. Sunday night at 6:00 pm, everything at the library was fine. Security system had to be reset. However, a power surge when the power came back on damaged some equipment. All has been restored.

HVAC issues: One section of the children's area has no HVAC. The connecting tubing between HVAC components are failing and losing refrigerant. Postler & Jaeckle is trying to get the manufacturer to stand behind the product

even though it is not under warranty. A letter was sent to Postler and Jaeckle at their request to attempt to nudge the manufacturer toward the proper conclusion.

New York State inspects the boiler every year. The inspector said we were missing two required gauges.

Carpet and tile cleaning was discussed. The bathroom tiles are very hard to clean. Terry Thomas will bring in a tile expert to see if the tiles were sealed when installed.

Director Evaluation: Tabled until next month.

Personnel: We had a productive meeting at the end of September. Changes were made to the format of the staff reports. The new format will be tried out in November and December.

To limit the costs of Sunday hours two changes have been made. There is new process for arranging a substitute for Sundays and staff hours on Sunday will change to 12:30 to 4:00.

A program evaluation survey is being created.

Policies: No report.

Board development: A second laptop will be brought to each meeting to enter board members attendance at programs.

A Library Sustainability program was attended by Tyler, Collene, and Susan. They would like to have the program presenters come to the Irondequoit library. Take away packets from the program were handed out to board members. The program was thought to be wonderful with many good ideas that would be beneficial to the library and the whole community. A plan will be formed regarding discussing a sustainability topic each month or at the retreat.

Stephanie spoke regarding open board positions. A discussion followed regarding the skills necessary to being a board member and the diversity needed on the board. There was a discussion of how the announcement of board openings should be worded in the e-newsletter.

Friends Liaison Report: The fashion show was sold out. This is Friends week.

The Friends are co-sponsoring the pumpkin decorating contest.

The Proclamation from the town board went well last night. Dave Seeley said the town budget looks favorable.

The Friends are champions of staff development for the library staff and have donated money towards it.

Kudos to one of the staff (Thia Harris) for graciously helping a woman get up the stairs when the elevator was broken.

On November 8, from 3:00-9:00 pm One World Goods and Barnes and Noble will take 20 percent of your purchase and donate it to The Friends.

The Friends are looking for board members.

Foundation Report: No report

Town Board Liaison Report: No report

Old Business:

Senator Funke grand opening grant report: nothing new to report. Experts are still showing up to look at the site and submit reports.

2018 Close dates: We would like to move the middle of the year employee workshop to June 29 to be past the end of the school year and avoid Summer Reading kickoff events. Motion made to approve 2018 holiday and closings calendar. Motion carried.

New Business:

Approve sale of hold cards and assorted merchandise: A motion was made to direct Terry to work with the library staff to develop a fee structure for hold cards and miscellaneous library merchandise. Motion carried.

Approve new Library Assistant appointment: Stephanie Schubmehl's appointment as a library assistant is provisional due to the age of the civil service list. A motion was made to approve the provisional appointment. Motion carried.

Hiring relatives of staff members should be discussed as a policy issue next month.

New Servomation vending Agreement: The company wants to extend the agreement for two more years before installing new coffee machine. Motion made to direct Terry to sign the new Servomation vending agreement as presented. Motion carried.

Voters forum and publicity issues: A discussion was had regarding what groups or programs the library would or would not promote. More time is needed to put together a policy regarding this issue.

General questions not covered elsewhere: Can the board fund a luncheon for the volunteers like they did last year? A motion was made to approve up to \$500 out of the board account to fund a volunteer appreciation luncheon. Terry will provide the initial payment and be reimbursed by the board. Motion carried.

There was a short discussion concerning facilitator led discussions on issues of social justice at the library.

President's Remarks: Thanks again for discussions.

Adjournment: 9:05 pm

Respectfully submitted by,

Eileen Hayes-Power, Recording Secretary

For Board Secretary Tyler Kwolek