

Irondequoit Board of Trustees

Monthly Meeting

Minutes of November 15, 2017

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

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

Excused: Tyler Kwolek

Meeting called to order: 6:30 pm

Agenda: Approved

Attendance: December 20 meeting date approved.

Public Forum/Guests: Adrianna Schubmehl, Stephanie Schubmehl, Craig Marasco of library staff.

Board Correspondence and News: We received a thank you card from Anne Boring thanking the board for the gift we sent. Susan Kramarsky praised the circulation desk staff's handling of a difficult situation with a patron.

Approval of Board Minutes: Approved with corrections.

Vouchers: Approved.

Director's Report:

1. Library System News

- The switch of CARL as a hosted service has been completed and all but a few small minor problems have been corrected. There were short term problems with patron access to their accounts online and with online payment of fines.
- RPL is working on new web sites for the central library and branches. They are switching to an open source system called Wordpress which we have been using for many years.

2. Town News

- 3rd grade classes from all over town have been visiting the town campus. They get to tour various town facilities and operations, meet employees and ask questions. This has been a joint project of the Children's library and Maria Vecchio, Supervisor Seeley's administrative assistant.

3. IPL News / Facilities report.

- One remaining scheduled staff meeting this year should you want to meet some of our employees. 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, December 14

- We had a great staff training day with facilitated workshop by our own Collene Burns and lunch from Tasteful Connections. Employees broke into groups and discussed what kind of workplace they want to have and how we can get there. We are now setting up a team of employees to devise ways to implement the changes we identified and ensure nobody drops the ball before they are accomplished. Down the road Collene suggested that our newly formed team meet with the Library Board personnel committee.
- We are dealing with various plumbing and HVAC issues some of which are the result of vandalism. Most are repaired or in the process of being repaired.

4. IPL Personnel Report

- We have appointed Sarah Taffner, Irondequoit resident, as the new part-time library clerk to replace the clerk, Stephanie Schubmehl, who was promoted to Library Assistant.

5. Financial Report and Vouchers

- **Vouchers of note:** #288, Bison Elevator, for repairs to elevator following power outage and surge; #293, NYS Dept. of Labor, for boiler inspection which required; #313, Postler & Jaeckle, for changes to boiler required by NYS inspector; #307, MCLS, semi-annual member cost share; #310, NYS DEC, for storm water drainage fee.
- **Financial report:** As of October 31, 83% of the year had elapsed. In revenue we collected 98.15% with Miscellaneous Income and Library Charges at 80%. I am projecting out shortfall for the year in revenue to be less than \$10,000. In expenditures we were at 80% with salaries at 84%.

6. Meetings and Events

- October 18 – Library board meeting
- October 19 – Processing department meeting
- October 19 – Town budget workshop
- October 24 – Acquisitions team meeting
- October 26 – Meeting with S. Ottman of Postler & Jaeckle
- October 27 – Volunteer luncheon
- October 30 – Acquisitions team meeting
- October 30 – Boiler re-inspection
- October 31 – Personnel committee meeting
- November 1 – MCLS Director’s council meeting
- November 7 – Town AFLAC rep visits library staff
- November 9 – MCLS Town library directors meeting
- November 9 – Town budget public hearing
- November 10 – Staff training day
- November 13 – Town department head meeting

Staff development and training

1. Hours of cross training 0 2. # of staff meetings attended 4
3. #of MCLS meetings attended 2 4. # prof organization meetings attended 0
5. # of all other prof development sessions attended 0 6. # of contact hours for #5 NA

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 _____

Terry Buford, Library Director

Staff Reports: We are reexamining categories for the staff reports. Would it be easier to use a calendar month for reporting? We would like to know what staff is proud of or excited about in work.

President's Report: Nothing to report that won't be covered elsewhere.

Committee Reports:

Budget: The budget passed. How is the budget working with Sunday shift changes? It is definitely costing us less although some people are unhappy about the slight cutback in hours.

Long Range Planning: No report.

Facilities: We are implementing ideas from Stephanie i.e. closing meeting rooms for regular carpet cleaning, numerical signs above the meeting rooms. A local sign company made cut out letters for a sign for the Children's Library Sign.

Cleaning the library needs to be improved. Snow removal needs to be covered. Discussion on cleaning and cleaning staff. Could we stop using a part time cleaner working for the town and reallocate the money to hire a part time person for the library? Funds will be discussed at the next board meeting.

Director Evaluation: Tabled until next month.

Personnel: A staff training day was held last Friday, November 10. There was a discussion among the staff about what the library is doing right and what it could be improved on as a place you want to work in. The staff did a fantastic job opening up and talking about their concerns.

Collene was impressed by how respectful the teammates were to each other. Huge kudos to the library staff and how they work together. The staff identified common themes and put together action plans on how to improve things that need improving and continue the things that are going well. We will form a team to address the actions brought up in the meeting. In a couple of months this team will report their progress to the board. Discussion on staff handbook followed.

Policies: Discussed under new business.

Board Development: The board roster needs to be cleaned up. Honorary trustees are term limited and bound to certain attendance. Some have not attended in quite some time. Discussion of whether bylaws need to be changed regarding honorary trustees. Discussion of the necessity of honorary board members. We will look at the current roster and send letters to honorary trustees regarding any changes and meeting times.

Stephanie will put together the proposed changes for next month's meeting. Discussion took place to change Article II Number IV to "honorary trustees shall be governed by these bylaws (with the exception of attendance requirements)". The vote to adopt this change will take place next month.

Proposed board retreat – we need to get dates on the calendar now so the new appointees will know the dates. Possible dates are January 27th or 28th and February 3rd or 10th.

Board Friends Liaison Report: Two friends attended the NYLA conference. The State Education Director spoke. Our questions about confidentiality were answered. We are reviewing for two new board members. We are setting the calendar for our events in 2018. We are in the process of developing a manual for volunteers. It should be in place by the 1st of the year. Our shopping night was slow.

Foundation Report: No report.

Town Board Liaison Report: We passed the budget last night and started today on the budgeting for the new DPW building. The kick off meeting for the rec center was held tonight. There will be a forum about a possible community center on the 30th of November at the library. Fusion Digital will be doing all the IT work at the town for the next year. The town won the law suit against the county concerning fees for the demolition of zombie houses. Appeal by county possible.

Old Business:

Senator Funke grant report – Work on the site preparation continues. Occasionally an engineer comes in to look around. We may need a larger gas service installed.

Voter forums and publicity issues – Possible changes to policies concerning publicity and sponsorship for events at the library are being considered. For now, the simplest thing is to say that we're not going to publicize any event unless it's a library sponsored program. Discussion followed. Motion made that we add to the meeting room policy the line that the library will not promote any events held in library meeting rooms unless they are library sponsored or co-sponsored events. Motion carried. The policy subcommittee will take a closer look at this.

New Business:

Interim voucher list time - Motion made to direct the treasurer to sign the interim voucher list prior to the December board meeting date. Motion carried.

Donation of artwork to the library – Discussion on how to respond to proposed donations of art.

Approve hiring of new part-time library clerk – Motion to approve appointment of part time library clerk Sarah Taffner. Motion carried.

Review proposed conference attendance policy – Collene handed out a new policy draft to board members and reviewed it for them. Discussion of policy followed. Motion that we approve the allocation and use of conference and training budget policy. Motion carried.

Review proposed nepotism policy – Discussion ensued. Final approval tabled to give the policy team time to improve the list of family members covered by the policy.

Review existing unattended child/tutoring policy – Motion made to table the review until the December meeting. Motion carried.

General questions not covered elsewhere – None

President's Remarks: Thank you. We had a huge agenda and a lot of good work was done, again.

At 9:25 a motion made to enter into executive session to discuss library trustee applications. Motion carried.

Executive Session: Cover letters and resumes from residents interested in filling the upcoming library board vacancies were reviewed.

At 9:55 a motion was made to adjourn the executive session. Motion carried.

Adjournment: At 9:56 a motion was made to adjourn the regular board meeting. Motion carried.

Respectfully submitted,

Eileen Hayes-Power, Secretary for Board Secretary Tyler Kwolek