

Irondequoit Board of Trustees
Monthly Meeting
Minutes of December 20, 2017

Present: Stephanie Squicciarini, Bud Birchard, Michelle Beechey, Susan Kramarsky, Collene Burns, Cicely Strickland-Ruiz

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

Meeting called to order: 6:34 pm

Agenda: Approved

Attendance: All able to attend January 17, 2018 meeting

Public Forum/Guests: Mary Ellen Jones, Honorary Trustee

Board Correspondence and News: Nice Card from Bovenzi family complimenting new library.

Approval of Board Minutes: November minutes approved with two abstentions, Strickland-Ruiz and Kwolek. December 11 Executive Session minutes approved two abstentions Strickland-Ruiz and Burns.

Vouchers: 12/8 approved 12/20 approved.

Director's Report

1. Library System News

- We have alerted the staff about a man, who was recently arrested at the Gates Public Library for extreme misconduct. He is a level 3 sex offender who served time in prison for violent sexual assault. He has been banned from the MCLS. He lives in the Culver / Norton neighborhood.

2. Town News

- The work on the old DPW garage and temporary building should be done by the end of the week.
- The Development Department's online community center survey is available on library PCs.

3. IPL News / Facilities report.

- IPL hosted the town's public input meeting about a new community center. The meeting was hosted by Supervisor Seeley and a community center consultant working for the town. All 3 large meeting rooms were packed with approximately 125-150 people who were asked for their opinions on what sort of facilities a community center should have. It was a very positive and upbeat session with various athletic, fitness and performing arts options discussed.

- All the repairs to the HVAC system relating to the faulty refrigerant piping connectors has been completed. I am waiting to hear what costs we may be asked to cover, if any.
- We are collecting again this year for the IPD's toy drive for the Willow Domestic Violence Center. The goal is to support and assist families forced to spend the holidays in the shelter.
- Saturday, December 16th we had a program in the Children's Library, a Visit with Santa. It brought 141 people into the library during a time of the year when library attendance is usually quite low.
- A counterfeit \$20 bill was passed at the library recently. The IPD reports that there is an area wide surge in the passing of counterfeit bills. I met with Lt. Laird of the IPD to review proper procedures for detecting counterfeit bills and the proper responses for staff in situations when counterfeit bills are detected.

4. IPL Personnel Report

- We have formed a work team of 3 librarians, 2 library assistants and 2 library clerks to address issues that arose during discussions at the last staff meeting about what kind of workplace we want to have. First meeting is this Thursday.

5. Financial Report and Vouchers

- **Vouchers of note:** From the December list, #338, MCLS, for the quarterly UMS Collection agency fee; #341 Postler& Jaeckle, for repairs to vandalized wall heaters and plumbing as well as the hot water heater damaged in the power outage. From the December 20 list, #363 Postler & Jaeckle, for repairs to malfunctioning plumbing fixture in 2nd floor men's room and for semi-annual periodic maintenance; #364, Rochester Trophies & Awards, for dedication plaques on benches in Children's Library courtyard.
- **Financial report:** As of November 30 we were 92% of the way through the year. Revenue was at 99.25% of projected revenue collected with Miscellaneous Income at 87% and Library charges at 88%. I am projecting a small total revenue shortfall of \$7-10,000. Total expenditures were at 87.48% with operating expenditures at 84%. Depending on the outcome of our outstanding building maintenance invoices we can still come in under budget and increase the fund balance in 2018.

6. Meetings and Events

- November 15 – Library board meeting
- November 17 – 22 Vacation
- November 24 – Meet with P&J reps
- November 30 – IPL Reference meeting
- November 30 – Town community center forum
- December 4 – Town department head meeting
- December 8 – Meet with P&J reps
- December 8 – Meet with Lt. Laird of IPD
- December 13 – IPL staff meeting
- December 13 – Causewave seminar
- December 13 – Gino Arliotta
- December 18 – Town department head meeting

Staff Reports: They are forthcoming. Staff will switch to a calendar month format next month.

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

Committee Reports:

Budget: Nothing new to report

Long Range Planning: No report

Facilities: Library cleaning still needs to be improved, especially work of nighttime cleaner. Terry will meet with town maintenance and DPW officials

Director Evaluation: Evaluation process being refined

Personnel: No report.

Policies: Policy discussions will take place under Old Business and New Business this evening.

Board Development: Board retreat dates, in Jan or Feb are being finalized, tentatively scheduled for Feb 3.

Friends Liaison Report: Terri explained Friends mission to new trustees. Two new board members elected John Kiegel and Kathleen Little. 4 fundraising events this year, EI community garage sale, trunk sale and craft show may, September a play, November possible sale with collaborative Irondequoit based businesses.

Foundation Report: no report

Town Board Liaison Report: For the Skyview Center, on January 25 there will be another community input session on the proposed Community Center. A consultant is working to help determine sample budget for typical community center operations.

The Bay Outlet Bridge consulting engineer's report is coming soon. The new DPW building site work package bids will be sought soon. New Building is estimated to cost \$16 million.

Old Business:

Senator Funke grand opening grant. The new whole building, gas fired backup generator is expected to be installed at the library this summer.

BY law revision. Motion to adopt changes made and seconded. Approved.

Meeting room policy changes. Terry will create a final draft for voting next month.

Employment of relatives policy, approved.

Unattended child policy. Discussion about caregivers, tutors. Will rewrite policy using the word caregiver only with an approved list of who is a caregiver. For the purposes of this policy, caregiver is defined as, parent, guardian, tutor or relative over 14 years with proper identification.

New business:

2018 Meeting dates. All board meetings will take place on the third Wednesday of the month with meetings beginning at 6:30. There is one exception; the November meeting moves to the 28th due to the 21st being the day before Thanksgiving. Approved.

Causewave / Ad Council grant application. The library staff work tem will review the options and make a recommendation.

Other questions not covered elsewhere. What is the weekend snow removal plan? Terry indicated that a person from the maintenance is supposed to be assigned shoveling and salting duty on weekends.

Bud asked about: Will there be an attempt to form an ad hoc committee of excellent board candidates who didn't get selected?

Adjournment:

Motion to adjourn 9:15. Approved.

Meeting adjourned 9:16 PM.

Respectfully submitted,

Terry Buford, recording secretary for Board Secretary Tyler Kwolek