

Irondequoit Board of Trustees

Monthly Meeting

Minutes of January 17, 2018

Present: Bud Birchard, Michelle Beechey, Susan Kramarsky, Collene Burns, Cicely Strickland-Ruiz, Lauri Strano, Tyler Kwolek

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

Meeting called to order: 6:32 pm

Agenda: approved

Election of 2018 officers:

Library Board President: Collene Burns

Vice President: Michelle Beechey

Secretary: Tyler Kwolek

Treasurer: Susan Kramarsky

Appointment of Friends and Foundation Liaisons: Michelle Beechey and Lauri Strano (Friends)

Cicely Strickland-Ruiz (Foundation)

Honorary Trustees: Extend an invitation to Stephanie to be an honorary trustee. Discussion of additional honorary trustees tabled until board retreat.

Attendance: February 21, 2018, 6:30 pm. All can attend.

Public Forum/Guests: None

Board Correspondence and News: None

Approval of Board Minutes: recommendation from Tyler for sending minutes out as pdf. Minutes approved.

Vouchers: Approved

Director's Report:

1. **Library System News**

- The MCLS move to CARL as a hosted solution is complete. All of the subsequent issues related to the move have been addressed and the new system configuration is working well.

2. Town News

- A tent will be placed in the parking lot between the town hall and library during the Winterfest weekend, January 26-28. We will lose some parking spots for a while but all handicapped spots will still be available. The library will host indoor Winterfest activities jointly with the Parks and Recreation Department.

3. IPL News / Facilities report.

- I have met with the head of the town maintenance department as well as the commissioner and assistant commissioner of the DPW about cleaning at the library. Our night cleaner has been transferred out and our former night cleaner, who always did an excellent job, has been moved back to library duties. I believe we can expect to see a significant improvement in conditions.
- There is a new exhibit in the library display case from Linda Hickey of the Rochester Button Society.
- There is a safety issue with snow sliding off the roof of the library after heavy snowfall events. We are using cones to block off the area where the snow falls to avoid anyone getting dumped on. The situation has been reported to the town's safety officer.

4. IPL Personnel Report

- We have been hit hard by the cold and flu bug. All remaining healthy employees are working extra shifts and we are using substitutes a lot as we try to cope.

5. Financial Report and Vouchers

- **Vouchers of note:** For 2017, #383, Envisionware, monthly for software licensing for library customer faxes; #392, Penny Lane Printing, for the library pages in the Parks and Recreation Activity Guide. For 2018, #6, Crown Castle, formerly known as Lighttower which was formerly known as Fibertech, for library Wi-Fi internet service.
- **Financial report:** Preliminary end of 2017 figures are now available. As predicted our revenue shortfall was \$7,312 or .3%. Expenditures are at 93.48% resulting in a temporary surplus of \$153,315. However, there are still 2017 expenses to be recorded. The most significant is a large payment due to the NYS Retirement fund of approximately \$90,000. Add to that the total of the 2017 vouchers authorized for payment at tonight's meeting and we will have a clearer picture of where we stand financially for 2017.

6. Meetings and Events

- December 21 – Iron Library Task Force meeting
- December 21 – Meeting with Rochester Boxing Hall of Fame
- December 22 – Meeting with Don Sinton, DPW Assistant Commissioner
- December 27 - Acquisitions team meeting
- December 29 – IPL Reference staff meeting
- January 8 – Town department heads meeting
- January 9 – IPL Management team meeting

- January 9 – Meeting with Linda Hickey of Rochester Button Society
- January 10 – Meeting with Terry Thomas head of town maintenance department
- January 11 – Iron Library Task Force meeting
- January 11 – Meeting with Bob Kiley DPW Commissioner

Staff Reports: Sent in an email. Please make sure to keep personnel issues from public staff reports.

President's Report: Thank you for your confidence in me. We are an incredibly talented group of people. I'm looking forward to us working together to define what is next for the library.

Committee Reports:

Budget: Everything is on track.

Long Range Planning: A community needs survey should be done this year and we should start thinking about that.

Facilities: We are doing much better with cleaning. Evening cleaner has been replaced. New cleaner much better.

All refrigerant leaks in the heating/cooling system have been identified and repaired.

Director Evaluation: tabled until retreat

Personnel: Work is progressing on team formed after staff retreat. 2 meetings held so far. Causewave was first order of business. Information gathered from the staff retreat is the basis for the work of the team.

Policies: Nothing to report.

Board Development: Retreat, 3rd of February. Confirmed. Discussion of what issues might be addressed at the retreat. Long range plan, sustainability initiative, structure and content of board meetings, committee structure, getting to know each other, understanding our history as an organization. Talk about clear goals library board can be aligned on. Discussion of how the retreat will be facilitated.

Friends Liaison Report: A different person will report at each library board meeting, not just Terri Dalton. Working on annual spring trunk, treasures and crafts event to take place on Saturday, May 19th with a variety of vendors and entertainers. Annual meeting in June. Pursuing new fundraising ideas.

Foundation Report: No report

Town Liaison Report: Town board did approve generator for library. Aldi's remodeling, expanding. Got installment from Medley Center, money will go to community center project, \$450 thousand. Another community center meeting on February 22. Options for Bay Outlet bridge are leave the bridge where it is or put a brand new bridge in. Pre-bid meeting on new DPW garage meeting tomorrow. Starting new

police officer and another one is retiring. Approved pilot for long awaited Lighthouse Point project. Property reassessment information being sent out.

Old Business:

Senator Funke grand opening grant: covered

Meeting room policy (was Voter Forum and Publicity Issues): new language formulated for meeting room policy. Four categories, who can use it, reservation and fees, using the library meeting rooms. Motion for board to approve Irondequoit library meeting room policy. Approved.

Review changes to existing unattended child policy: reorganized language to use term caregiver defining what a caretaker is. Motion to adopt the policy as presented by Terry on unattended children in the library. Approved.

Causewave/Ad Council grant application: After careful investigation , the library staff task force chose to apply for Costumer Touchpoint Analysis. Motion to delegate to Terry on behalf of library board to indicate that the board will provide funds in support of the Causewave grant, not in excess of a one to one match. Approved

New Business:

Renew Chamber of Commerce Membership: brief discussion of benefits of membership to the library. Motion to renew membership. Approved

Renew Library Trustees Association Membership: brief discussion of benefits of membership. Motion to renew membership. Approved.

General questions not covered elsewhere – The drinking fountain water pressure problem needs more attention. Not fixed yet.

President's Remarks: 9:00 AM start agreed on for the lib board retreat. Thank you for a great first meeting.

Motion adjourn 8:40

Adjournment:

Respectfully submitted,

Eileen Hayes-Power, Secretary

For Board Secretary Tyler Kwolek