



MEETING OF THE BOARD OF TRUSTEES
Wednesday, February 21, 2018
Irondequoit Public Library, 6:30 pm

Meeting called to order: 6:30 pm

Approval of Agenda: Approved

Approval of Board Minutes: Approved

Attendance: Board Members: Collene Burns, Susan Kramarsky, Tyler Kwolek, Michelle Beechey, Cicely Strickland-Ruiz, Lauri Strano. Also present were Terry Buford, Library Director; John Perticone, Town Liaison; Chris Finger, Friends Liaison. Tyler Kwolek will be unable to attend the March meeting.

Public Forum (3 minutes per person): No public forum.

Old Business: We are waiting on the Causeway grant news. The meeting room and unattended child policy were approved.

New Business: Committee assignments.

Began with a brief discussion of the board president's involvement in committees. The president should be copied on the agenda and reports of committees. The president will sit on some committees on a regular basis.

Finance Committee: Collene, Terry, Tyler, and Susan. John will attend facilities meetings involving finance. The Finance Committee will take over the Facilities Committee. The Finance Committee will be accountable for the regular maintenance of the budget itself.

Strategic Planning Committee: Tyler, Collene, and Cicely. The Strategic Planning Committee will be accountable for long range planning and for sustainability and certification.

Organizational Development Committee: Cicely, Lauri, Michelle, and Terry. The Organizational Development Committee will take over the Personnel Committee. The Organizational Development Committee will be accountable for board development, and onboarding of our own board members.

Technology Committee: Tyler, Susan, Terry, and Michelle. The Technology Committee will be accountable for digital materials, online services, the Computer Lab, the Maker's Space, and the Teen Space. The committee will create a technology long range plan. We would like Matt Krueger, Nancy Cowan, John Scalzo and Craig Marasco to have some involvement in this committee.

A brief discussion of the goals of having IPL staff members involved in the Technology committee followed.

Policy Committee: Susan, Terry, and Collene. The Policy Committee will be accountable for policies, open meeting and education law subject matter expertise.

Community Engagement Committee: Michelle, Susan, Lauri, and John. The Community Engagement Committee will be accountable for the board's engagement with the community, the town government, and with the youth of Irondequoit. The committee needs to figure out a process to interview and nominate a teen advisor to sit on the library board. This committee will also form a plan on how to promote and make the library an inextricable part of the community.

Collene nominates herself to be a Foundation liaison. Approved.

Collene, Tyler and Terry will work on grant education.

Expectations over the next month: the committees will put together a three to five sentence summary as to what their charter is. The committee members will have a conversation about how their committees will function. Committee members should decide if the committee has something that must be reported on a monthly basis.

Vouchers: Approved.

Reports as Needed:

Director's Report:

1. Library System News

- Writers and Books has announced that the 2018 "Rochester Reads" book is The Distance Between Us by Reyna Grande. Grande will be in Rochester March 28 to March 30, 2018, to participate in readings, book signings, and other appearances at various locations in the Rochester area. In past years libraries have purchased hundreds of copies of the book to meet demand generated by this event. This year we are purchasing fewer hard print copies and instead we have purchased an unlimited use license for the e-book available through Overdrive. As of Thursday, February 15, 508 copies had already been downloaded.

2. Town News

- We are now receiving shipments of IRS and NYS income tax forms. We are the only source for tax forms of which I am aware. If we don't stock it we can print it.

3. IPL News / Facilities report.

- Cleaning of the library has greatly improved with the changes in nighttime maintenance staff. In addition this has freed up our daytime person to do more non-routine maintenance.
- We have begun our program of reserving upstairs meeting rooms for carpet cleaning and painting walls adjacent to whiteboards. We have purchased a carpet cleaning machine and we are using paint that is formulated for easier cleaning and a close match for the existing paint.
- We are dealing with another vandalism issue we believe. There is a toilet in the 2nd floor men's room that isn't flushing properly. No amount of plunging, auguring, snaking or compressed air seems to have any effect. I asked DPW to run their flexible camera through it but they could not. We may have to have it dismantled to solve the issue.
- Hale repair people will visit later this month to look at CD racks where wood supports for drawers have cracked.
- Ceiling tiles damaged during flood caused by a vandal have been replaced.
- We are upgrading the Library Document Station as the current touch screen monitor and CPU are out of date and reached their end of service date. Scanner is not being replaced.
- We are also upgrading the printer in the computing center to accommodate growing requests for legal size paper and double sided printer. Old printer will become a networked printer in staff area.
- Last week we had a "low heat" issue with the three large meeting rooms. HVAC system was working but unable to maintain the heat settings for the rooms leaving them in the 60

degree range throughout the day. Postler & Jaeckle technicians determined we have a shorted out compressor and the system was running on a backup generator. I have registered my unhappiness over this situation with P&J. Although the compressor is no longer under warranty, P&J did tell me that Daikin is replacing it for free. but they won't cover the labor cost for replacing it. P&J estimates a cost, not to exceed \$3,100, to cover the labor.

- Simplex-Grinnell and the Irondequoit Fire Marshal's office will conduct annual alarms test of all town facilities on the week of Monday, February 26. On Monday, library testing will commence at 7 AM to avoid disrupting library operations.
- We had another instance of teens trapped on the elevator on Tuesday, February 20. Culver-Ridge Fire department and Bison Elevator freed the patrons who were trapped for approximately an hour and the elevator was back in service about a half hour after that. Total time without elevator service was approximately 1-1/2 hours. A few patrons were upset, most were understanding. Culver-Ridge fire department offered to carry any patron down the stairs who couldn't wait for the service restoration to be completed. None of the unhappy patrons were interested in this or offers of assistance from Irondequoit Volunteer Ambulance personnel.

4. IPL Personnel Report

- I have received my first requests for professional development reimbursement.
- We will restart our search for a new library clerk once our circulation supervisor returns from her vacation.

5. Financial Report and Vouchers

- **Vouchers of note:** #34, Fusion Digital, for a new more capable H-P enterprise printer in the computing center; #41, NovusBeKnown, for a branding workshop at the February 19 staff meeting; #45, Postler and Jaeckle, for repairs to the building hot water heater; #49, Simplex-Grinnell, annual fee for monitoring of alarm systems; #53, TriCo door, for repairs and periodic maintenance of sliding entrance doors.
- **Financial report:** For 2017 it appears we will finish approximately \$34,700 under budget. The final amount will go to the library's fund balance. We were under on revenue by \$7,300 but we were under on expenses by \$42,000. About half of the savings in expenses was from employee benefits and half from contractual expenses where the major savings was in gas and electric costs. As of January 31, 8% of 2018 had elapsed. Very little financial data has been reported yet but all budget and revenue lines are normal.

6. Meetings and Events

- January 18 – MCLS Director's Retreat
- January 19 – Presentation to the Women's Education Foundation on the evolution of the public library and how we support education at all ages of life.
- Town department heads meeting.
- January 25 – Library staff meeting
- January 25 – Acquisitions team meeting
- January 30 – Reference team meeting
- February 3 – IPL Board Retreat

- February 7 – MCLS Director’s Council meeting
- February 12 – IPL management team meeting
- February 14 – Acquisitions meeting with V. Payne
- February 15 – Acquisitions team meeting

Town Board Liaison Report: There will be a meeting on February 28th at 7:00 pm for the final public input on the Community Center at the mall. Ground breaking for the new DPW will be held on April 20th. A town wide assessment is being done. There is a process for challenging the assessment.

Friends Liaison Report: The Friends will be part of the community garage sale. Save the date notices for the Friends Trunk Treasures and Crafts Festival were handed out.

Foundation Report: No report.

Committee Reports as needed: No reports.

President's Remarks: There was a discussion on what parts of the new agenda were working and what is not working. The category, 'General Questions Not Covered Elsewhere', will be added back into the agenda.

Susan had a question about the safety of staff and patrons. Terry will talk to the police chief about safety ideas.

Michelle noted that she is excited about our adult fiction development.

Executive Session: At 8:38 PM the board voted to enter into executive session to discuss the appointment of a particular person or person. Candidates for a vacant library trustee position and appointment of honorary trustees were discussed. At 8:54 the board voted to end the executive session and return to regular session.

Adjournment: Meeting adjourned at 8:55.