



AGENDA
MEETING OF THE BOARD OF TRUSTEES
Irondequoit Public Library
Wednesday, March 21, 2018

Call Meeting to Order: 6:31 pm

Approval of Agenda:

New Business: Special guests, Dave Seeley, Town Supervisor and Jeanine Connor, counselor. New business started off with a reflection on the legacy of Stephanie Squicciarini. Everyone shared their thoughts and memories of Stephanie. Jeanine Connor spoke on how to personally honor Stephanie. Dave Seeley spoke on how hard Stephanie worked for the library and asked for ideas on how Stephanie could be honored at the library. This will be an on-going discussion.

Approval of Board Minutes: Approved.

Attendance: Collene Burns, Susan Kramarsky, Cicely Strickland-Ruiz, Lauri Strano, Michelle Beechey, John Perticone, Town Liaison, Terry Dalton, Friends Liaison, Terry Buford, Library Director.

Public Forum - (3 minutes per person): None

Reports as needed:

Strategic Planning Committee (TK, CSR, CB): The committee is working on the committee's charge statement and will have an official charter statement at the next meeting.

Community Engagement Committee (MB, SK, LS, JP): An email was sent to all board members from Lauri.

Organizational Development Committee (CSR, LS, MB, TB): An email was sent to all board members from Lauri; Michelle will get in touch with the candidates.

Technology Committee (TK, SK, MB, TB): Terry has spoken to Makers Lab Team members and they were enthusiastic about working with the committee.

Policy Committee (TB, SK, CB): Collene read the Policy Committee's charge statement to the board members.

Finance Committee and Vouchers Report (CB, TK, SK, JP, TB): Collene read the Finance Committee's charge statement to the board members. Vouchers were approved.

Town Board Liaison: There will be a meeting tomorrow regarding the new DPW. The bid will take place on April 10th and the contract approval will take place on April 17th. There is a meeting with Postler and Jaeckle tomorrow. We had a Community Center presentation from a consultant last night. The Invigorate Irondequoit event is coming up.

Friends Liaison: The Friends are continuing into 2018 with fundraising and advocacy. The Friends participated in the East Irondequoit Community Garage Sale and sent two members to the advocacy day in Albany. The Friends will have a table at the Senior Exhibition on the 19th of April. The Trunk sale is coming up on May 19th. The Friends have been asked to participate and do a showcase

for NYLA as non-traditional fundraisers. Annual meeting is on June 19th; Rebecca Fuss of the RPL Friends and Foundation has been invited to speak. This year the term is up for four or five members of the Friends Board.

Foundation Report: No report.

Director's Report:

Library System News

- If visiting the Rundel Library downtown on a Sunday, use the Court Street garage and there is no charge for parking. Court Street garage only, on Sundays only.

2. Town News

- The town board will take up the issue of updating the town procurement policy. It is mainly matter of aligning it with changes to the state laws governing local procurement as other towns have done. The dollar amount thresholds listed in the law need to be adjusted for inflation. For instance it would raise the threshold for requiring sealed bids for goods and services from \$10,000 to \$20,000. Under \$20,000 acquisitions would require three quotes. Additionally, this would allow us to piggy-back on other Town contracts, as we currently are allowed to do with state, county & City of Rochester contracts. Over the past two decades, State Law has intended to provide greater flexibility for local governments to procure services in a more streamlined manner while still being transparent. Most of our neighboring municipalities, including Brighton and the City of Rochester, have already realigned their policies with the higher thresholds defined in the State Law. Our bid thresholds have been in place since the mid-1990s and so definitely need to be adjusted to reflect rising costs over the past 2 decades.

3. IPL News / Facilities report.

- We are dealing with another odd vandalism issue. Someone seems to be systematically attempting to dismantle plumbing fixtures in the first floor men's room. We are regularly finding pieces, mainly trim pieces and covers, unscrewed from the plumbing wherever pipes or fixtures can be accessed. So far there has been no permanent damage or leaks but we are still concerned about escalation.
- CD racks were repaired by Hale Furniture technicians and back in service.
- The Library Document Station (LDS) upgrades are scheduled for May 8. Printing, copying, scanning and faxing will not be available for a few hours on that day. The current touch screen monitor will be replaced by a larger 21 inch screen along with a new CPU and more up to date operating system. The scanner is not being replaced at this time. The upgrades to the LDS give us a chance to discuss operations in person with their field technician and fine tune how the system operates based on customer and staff feedback which we have been collecting for a while now.
- The new printer in the computing center is installed and working well. This process has gone smoothly and patrons now have a whole new range of options including doubled sided printing and choice of legal or letter size paper.

- Postler & Jaeckle technicians have replaced the shorted out compressor but the temperature control issues that resulted plagued us for many days. After repeated visits to perform various adjustments we seem to have the situation stabilized. Despite some meeting room temperatures in the 80s and 60s most customers were very understanding.
- The Roc Game Fest is returning on Saturday, May 5 from 1-5 for a Spring Showcase of the latest creations from Rochester based video game creators.

4. IPL Personnel Report

- One of our part-time Library Assistants is leaving to take a full-time job at the Brockport Library. We are already working on finding her replacement.
- Also working with Civil Service to hire the additional library clerk in our budget.

5. Financial Report and Vouchers

- **Vouchers of note:** #63, Bibliotheca, RFID tags for discs; #66, Terry Buford, one year of website hosting charged to credit card.
- **Financial report:** As of February 28 the library completed 16% of the year. The library has collected 94% of anticipated revenue including 17% of miscellaneous income and 14% of library charges. 14% of payroll and 11% of the overall budget has been expended. The closeout of 2017 is almost complete and we are currently showing a surplus of \$37,209.

6. Meetings and Events

- February 22 – IPL Acquisitions meeting
- February 26 – Meeting with tile flooring consultant
- March 5 – Conference call with N. Cowan and Envisionware
- March 7 – MCLS Directors Council
- March 8 – IPL Acquisitions Team meeting
- March 9 – IPL staff meeting
- March 12 – Meetings with small groups of IPL staff
- March 13 – Meetings with small groups of IPL staff
- March 13 – Town Department Heads meeting
- March 13 – NYS Library Construction Grant webinar
- March 13 – Meetings with small groups of IPL
- March 15 – Iron Library Team meeting

Terry Buford, Library Director

Old Business:

RRLC/Causewave Capacity Building grant matching funds approval – Terry gave a brief explanation of the grant. Motion to approve matching funds in the amount of \$1250 from the Conference and Training line item of the 2018 budget. Motion approved.

New Business:

Committee Charge Statements: An April 1 deadline was set for all committee charge statements.

Long Range Plan Statistics: Tabled until the April meeting.

Needs Surveys: Terry showed the board a sample needs survey. Lauri has some expertise in this area and will edit and improve it for our needs. Collene recommended that the Community Engagement Committee take on the design of a new survey.

Topics Not Covered Elsewhere:

Collene asked the board members if they thought the new agenda was working well. A discussion followed on when the committees need to meet. Michelle asked if we should consult with the staff regarding Stephanie's memorial. It was agreed that we should.

The Friends have been overwhelmed by the response to their membership renewal requests. Renewals seemed to pick up dramatically after the membership drive was promoted via email newsletter.

Board President's Remarks: None

Adjournment: 8:48 pm.

Respectfully submitted by
Eileen Hayes-Power, Secretary
For Board Secretary Tyler Kwolek

Next Meeting: Wednesday, April 18, 2018