

MEETING OF THE BOARD OF TRUSTEES
Irondequoit Public Library, 6:30 pm
Wednesday, April 18, 2018

Call meeting to order: 6:31

Approval of Agenda: Approved

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

Guests: Terri Dalton, Friends of the Library; Terry Buford, Library Director; John Perticone, Town Board Liaison; Amy Holland, Children's Librarian (representing Iron Library Work Team).

Approval of Board Minutes: March minutes approved.

Attendance for May 16 Meeting: Susan Kramarsky unable to attend due to daughter's graduation from Law School.

Public Forum: None

Reports as Needed:

- Strategic Planning Committee:
 - Discussion regarding board collaboration; discussion regarding some options, user requirements, etc.
 - The following will meet to discuss possible options and user requirements: TJK, CB, TB, MB
 - Meeting to be scheduled after the end of the meeting
- Community Engagement: Terry has provided a starting point survey, LS has reviewed and has comments, but needs time to compare to the Long Range Plan.
 - Meeting scheduled for May 25
 - Charter reviewed, current working version (to be further developed):
 - Develop authentic relationships with IPL stakeholders including town government, community groups, schools/early childhood/youth programs, family service agencies, community-based organizations and businesses. An emphasis is on youth engagement and input via the IPL Youth Advisory Board.
 - Increase community awareness and use of IPL as a valuable resource in the town and through Monroe County
- Organizational Development:
 - Charter reviewed, current working version (to be further developed):
 - Provides oversight and support of library staff and board membership.

- Works with the library director as needed for administrative matters and professional development of staff.
 - Supports board chairperson, fellow board members, town board, and town supervisor on member recruitment and screening.
 - Reviews board professional development opportunities and recommends activities to full board.
 - Library assistant recruitment is taking a much longer time due to issues with Civil Service lists, system.
 - IRON task force/steering committee: Amy Holland present
 - Reviewed documents and focused on most common topic: Communication
 - Main communication categories:
 - Investigating communication between director and staff, town departments, and internal to staff. Internal staff communication was identified as the initial focus.
 - Example: Better communication in regards to policy and other changes that may affect staff or community.
 - Working on overcoming large number of people and part time employee counts which causes potential issues with loss of communication.
 - Craig provided survey regarding best way to communicate amongst each other; implementing responses.
 - Suggested staff liaison for board meetings. Amy to coordinate this going forward.
 - Discussion regarding what is the best way to communicate information between board's liaisons and the liaison's group they are representing
 - Discussion regarding potential issues for communication roadblocks between personnel.
 - Suggestion to IRON: let board know what these roadblocks are and how they may be able to alleviate these roadblocks.
 - Discussion of IPL Board of Trustees Policy for hiring staff in advance of board meetings
 - Draft V2 4-18-17 reviewed
 - Draft V2 will be reflected and potentially voted next meeting
 - TB to review and ensure that this policy will be reviewed for next board meeting
 - Meeting scheduled: May 4, 8:00am
- Technology:
 - Major steps to be taken in the next month:
 - Contact staff members
 - Meeting schedule between staff, board members
 - Meeting scheduled between board members: Monday April 23 1900 at IPL
 - Charter developed and distributed: Prior to Monday April 23 1900 at IPL
- Policy:
 - Meeting Scheduled for: Monday April 23 1730
- Finance Committee and Vouchers Report:
 - Continued challenges due to elevator issues, graffiti/vandalism issues

- Exploring potential solutions through a proactive approach of making individuals take ownership and pride of the library to reduce and stop these problems
 - HVAC issues updates:
 - P&J have provided support for the faulty connectors, still in discussions regarding who will be paying to cover these costs (manufacturer has since gone out of business). This is still in the town board/town supervisor wheelhouse.
 - P&J concerned about junctions as well, will be checking every 6 months as part of periodic maintenance program.
 - TB to take action of providing extra information regarding the programming information when vouchers for performers are paid.
 - Vouchers approved.
 - Meeting not scheduled for now. Will rely on existing email chains.
 - Backup generator is making good progress.
- Town Board Liaison:
 - Changes around town for speed limits (most have been reduced)
 - Procurement law updates to reflect inflation and changes to state laws
 - Bow hunt regulation adjustments
 - DPW contracts approved, moving forward
 - May 5 Invigorate Irondequoit town cleanup
 - Little League ceremony/opening April 29
- Friends Liaison:
 - Loss of board member recently, Sophie Ferenc, major contributor to Friends efforts and former library trustee.
 - REMINDER: Friends of the IPL trunk treasures and crafts festival May 19
 - Board meeting moved to Wednesday April 25
 - Succession plan for Terri and Caroline is in process; Recruitment has started through community outreach
 - Must be Irondequoit resident
 - Sponsoring Friends' Trunk Sale Event:
 - Historically received monetary sponsorship from board
 - Motion: A motion to sponsor May 19 2018 Friends' Fundraiser in the amount of \$200.
 - Moved, seconded. All in favor. No objections or abstentions. Motion passes.
- Foundation: No report
- Director's Report:

1. Library System News

- MCLS Directors Council is looking at hiring consultants to simplify and codify MCLS structure and governance. The bewildering array of councils, committees and work teams makes it difficult to know who is responsible for what and where to enter the organizational maze to effect real change.

2. Town News

- Next month the farmer's Market start up again on campus. There will be a number of other events on campus that will impact parking such as an IPD sponsored bike rodeo for children and some recycling events run by Monroe County.

3. IPL News / Facilities report.

- Director's report to the Finance Committee:
 1. John Perticone and I met with representatives of Poster & Jaeckle to discuss HVAC issues. John and I learned a lot about our system and the current status. To review, we've had a number of issues despite the fact that the system is very efficient and has greatly reduced our heating and cooling costs. However, unanticipated repair costs are eating up the energy savings. P&J installed the system and is the only local vendor qualified to service it.
 - A. The faulty connectors that were replaced were from a European company that has gone out of business so getting any compensation or reimbursement will be difficult. The cost of the work for parts and labor was \$18,000 which is currently being absorbed by P&J. Although the connectors were all replaced there are also some suspect junction pieces that were not replaced and will have to be watched for failures. P&J is talking to the principals of EC4B the engineering firm that selected and designed the HVAC system to get their input on the connector issue.
 - B. After weeks of struggling with adjusting thermostats trying to get room temperatures right P&J erased all programming and set everything to generic setting in order to start over with thermostat programming. They also provided a chart that helps users understand which master thermostats control which slave thermostats which enables users to make accurate changes instead of guessing. Things are better.
 2. The latest vandalism situation involves people scratching graffiti into the walls of the stalls in the restrooms. Staff are working with the security camera system to try to identify who may be responsible.
 3. The library continues to have multiple issues with doors and locks. One exterior electronic door lock on the meeting room entrance door was replaced by Simplex-Grinnell and the remaining issues are interior doors going out of alignment, unable to be locked or unable to be closed without great effort. There is also an emergency exit door that intermittently jams shut. Unjamming them is fairly simple but there are obviously concerns about why this keeps happening.
 4. IPL stayed open until 9 pm on Friday and Saturday April 6 and 7 at the request of the town supervisor to serve as an official warming station after a windstorm that knocked out power to hundreds of people in town. Part-time clerks Tariq Hudson, Hana Cutler, Bridget Collins and Betsy Quentin volunteered to work late. IPL offers only a few services in the warming center scenario but residents can get warm, relax, use library materials in the

building, recharge devices and connect to our Wi-Fi which is always on. Library staff also distributed bottled water and dry ice delivered by the Red Cross. Supervisor Seeley thanked library staff for their extra efforts.

4. IPL Personnel Report

- Excerpts from Director's report to the organizational Development Committee
 1. The canvass of the Civil service list for part-time Library Assistant has concluded. The list is 3-1/2 years old but recently extended. Civil Service rules required a call for the Irondequoit Only list as this is the list used the last time a Library Assistant was hired. The list is so old that less than three positive responses were received so then the entire list had to be canvassed. 35 letters were sent by the IPL to all those on the list with scores of 100. Most declined due to having already found jobs they preferred. 3 viable responses were received and those respondents will be interviewed. No current IPL staff member is eligible to be promoted to this position from the list. We have extended to our eligible staff the possibility of provisional appointment with all the risks of that approach spelled out for them.
 2. It is time to promote IPL's only Librarian I to Librarian II. A Librarian I is eligible for this after two years and we have done this for every other Librarian on our staff. There is no formal promotional path, steps or merit increases for librarians other than annual cost of living adjustments. This is the only real promotion or pay raise a librarian can earn in Irondequoit unless moving up to the supervision of a branch or department as a Librarian III.
 3. 3 potential candidates for part-time library clerk have been identified and interviews are being scheduled.
 4. The town's safety officer Keith Kreiser has arranged for AED and CPR training and recertification for any interested town employees. It will be held at the Laurelton Fire Department later this month and many IPL staff will be attending. .

5. Financial Report and Vouchers

- **Vouchers of note:** #93, Bison Elevator, covers one periodic maintenance and one service call for people trapped; #100, Envisionware, annual maintenance contract on all Library Document Station equipment and software; #114, Postler & Jaeckle, multiple work orders including annual MCWA backflow prevention test, public toilet repair, HVAC system maintenance and labor for failed compressor replaced under warranty.
- **Financial report:** As of March 31, 24.6% of the fiscal year had elapsed. The library had collected 94.5% of anticipated revenue. The library generated revenue lines were Miscellaneous Income 25.8%, Library Charges 24.7% and Receipts from copier 23.8%. On the expenditure side, the library has expended 18.5% of the entire budget with Salaries at 26% and Contractual Expenses at 11.5%.

6. Meetings and Events

- March 22 – Meeting with P&J reps
- March 22 – IPL Acquisitions Team meeting
- March 27 – IPL management team meeting
- March 27 – Town dept. head meeting
- March 29 – United Way meeting with town HR
- April 5 – Speech to St. Cecilia's Over 50 Club
- April 9 – Town dept. heads meeting
- April 9 – Meeting with Parks and Rec and DPW leaders

General:

- TB and Susan to get Susan signatory rights

Old Business:

- Long Range Planning Statistics: Initial statistics provided by TB for review
 - Suggestion: Strategic Planning Committee to review this and ensure how to best use this data and potentially expand this data set
 - Suggestion: Communicate this information with the
- Committee Charge Statements: Reviewed

New Business:

- Friends' Event sponsorship covered above
- Changes to meeting room signups adjustments:
 - Examining the best way for library to provide booking of rooms while parks and rec department handles payment for booking of rooms, where necessary as detailed in the meeting room policy.

Topics not covered elsewhere:

- Stephanie Squicciarini library honoring: still discussion this information
- Penfield library board has sent invitation for a board trustee workshop to other library boards for May 29th.

Board President remarks: None.

Adjournment at 8:45 PM.

Tyler Kwolek, Board Secretary