

MEETING OF THE BOARD OF TRUSTEES
Irondequoit Public Library, 6:30 pm
Wednesday, May 16, 2018

Call meeting to order: 6:32

Approval of Agenda: Approved

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

Guests: John Perticone, Town Board Liaison, Terry Buford, Library director, Terri Dalton, Friends of the Library

Approval of Board Minutes: Approved

Attendance: The November meeting has been moved to the 28th pending Susan's ability to attend. The next board meeting will be on June 20th. All are able to attend.

Public Forum (Three minutes per person): None

Reports as Needed:

Strategic Planning: No report.

Community Engagement: The committee talked about assessing what is already happening, i.e., Friends, staff, the Foundation the town and ourselves. Regarding youth and school engagement, the board seeks input on the needs of youth in the area. We want to connect with the schools. We need to advocate and promote. MCLS will have a meeting at Irondequoit Library on Monday, May 21st at 11:30 am. Perhaps a board member could attend that meeting. The committee will assess who is to do which tasks. The next meeting will be on June 4th, although this may need to be changed.

Organizational Development: Lauri Strano will be leaving Irondequoit at the end of May or in early June. (Discussion on how to appoint a new board member.) The committee will have bimonthly meetings. At the meeting, we discussed the annual retreat, an onboarding packet for new board members, board professional development, and IPL board presence at regional and affiliate opportunities. Collene suggested electing a chair of the committee and laying out some significant milestones for the remainder of the calendar. The next meeting will be on June 15th at 3:00 pm.

Technology: The committee met and discussed the charter and focusing on a Technology long-range plan. Susan reached out to the Irondequoit School District for their technology plan and Tyler reached out

to other libraries and is waiting to hear back. Collene's husband is ready to help. The next meeting will be on Wednesday, May 23rd.

Policy: The meeting started with a discussion of where we are today; what policies we already have. Three categories were chosen: 1. what you can expect from us; 2. what we are asking for in return; 3. what happens behind the scenes. (Discussion of how members feel about these categories.)

Finance and Vouchers: We discussed building issues, i.e., door and lock issues, another elevator incident. (Discussion of ways to end the elevator incidents.) A library team will be consulted as to ideas for ending the elevator incidents.

The back-up generator is in the process of being installed. The library will need to be closed for one day during installation.

We have made big upgrades to the library document station.

On Wednesday, May 9th the library had no internet, Wi-Fi, or catalog due to a cable being severed downtown.

Our website has been hacked; it will cost \$500 to get it back on line. (Discussion of the cost of a security plan.)

Town Board Liaison: We had a ribbon cutting for the baseball, soccer and lacrosse fields. There were 130 people participating in Invigorate Irondequoit. We had the kickoff meeting for the DPW. Last night we swore in a new police officer and promoted a sergeant. The 4th of July preparations are under way. There will be a flag raising, a parade, and a ceremony at the cemetery on Memorial Day.

Friends Liaison: Terry Dalton introduced a new member, Kathy, to the library board members. We are all set for the Treasure, Trunk, and Craft sale on Saturday, May 19th. Our Annual Meeting will be on June 19th. Rebecca Fuss will speak.

Foundation: No report.

Director's Report:

Library System News

- Consultants hired by MCLS to study MCLS organizational structure were here this week to discuss our current structure and listen to ideas for change.
- The MCLS Board of Trustees will meet at the IPL on Monday, May 21 at 11:30 AM. Staff and trustees are welcome to attend.
- IPL hosted the MCLS Town Library Director's meeting on May 10th.

2. Town News

- Work on the IPL backup generator project has started. It should cause minimal disruption. However, at the end of the project, the IPL will need to be closed for one day, as electricity will be shut off for an entire day during the final steps of the project.

- The meeting with the Parks and Recreation leaders went well but the Town Attorney suggested Supervisor Seeley also be consulted to discuss Library/Parks and Rec joint operations.

3. IPL News / Facilities report.

- Director's report to the Finance Committee:
- Elevator mischief and the resulting loss of elevator service continues to be an issue. The latest folks trapped after some kind of misbehavior were students here to be tutored. This time the police waiting for them when they were freed and they got a stern lecture. Because the trapped people were part of the tutoring program their parents will be contacted and they will receive an invoice for any repairs. The tutoring authorities removed them from the program as well which is apparently automatic now when authorities learn of misbehavior at a remote tutoring site. The library has no input on the decision.
- The construction of the concrete pad and underground conduits for the backup generator has just started. DPW Commissioner Kiley is saying the library will need to be closed for one day near the end of the generator installation project so that power can be shut off for an entire day. More details on timing are forthcoming.
- Library Document Station (LDS) upgrades were completed Tuesday, May 8. Patrons will be using a new larger touch screen monitor and keyboard. They will now have access to multiple paper sizes as well as options for two-sided document printing and copying. Added features often comes with added complexity for users as is the case here. Library staff are awaiting feedback from patrons on the new features. One of the desirable aspects of the LDS is the ability it gives patrons to handle their own printing and payment. The previous simpler interface with fewer features is still available should we find many patrons are struggling with the new interface.
- Due to a construction crew severing a cable in downtown Rochester, 6 MCLS sites including Irondequoit, were without Internet, circulation system, catalog all day on Wednesday, May 9. Some sites including Irondequoit were also without Wi-fi. There was no problem with the library's internal equipment, this was strictly a fault under a street downtown.
- Chase Bank signature cards have been completed by all parties and on file at the bank.

4. IPL Personnel Report

- Excerpts from Director's report to the organizational Development Committee
- The search for a part-time Library Assistant is at a temporary standstill. No person from the current staff was interested in a provisional appointment. After canvassing the top 35 people from the Civil Service list, positive responses from 3 people were received. One was interviewed. None of the three was close to an acceptable candidate. The next grouping of people on the list must now be canvassed in hopes of finding some other candidates. Non-traditional methods for filling the position are also being explored with Civil Service representatives.

5. Financial Report and Vouchers

- **Vouchers of note:** #126, Alliance Door, for adjustment of exterior doors; #146, MCLS, six month cost share for membership in MCLS; #150, Postler & Jaeckle, for various HVAC and plumbing issues; #154, Simplex-Grinnell, for service on malfunctioning electronic locking system.
- **Financial report:** At the end of April 33% of the year had elapsed. The library had received 95% of projected revenue. Miscellaneous income (34%), Library charges (32%) and Copier Receipts (34%) were all as projected. On the expenditure side the library has expended 39.5% of the budget. As in previous years this number is high for the end of April due to the entire year of debt service (\$346,000) being expended. As the year progresses the total expenditures numbers will move toward a more reasonable percentage. Salaries are at 34% and operating services and supplies at 19%.

6. Meetings and Events

- April 19 – Iron Library Team
- April 23 – Library Assistant interviews
- April 23 – Policy Committee meeting
- April 25 – IPL Acquisitions meeting
- May 1 – Meeting with Town Attorney, Parks and Rec leaders.
- May 2 – IPL Personnel Team meeting
- May 3 – Meeting with Doug Potts of Bibliotheca
- May 4 – Meeting of Organizational Development Team
- May 4 – Meeting with Gerald Nichols and L.I.U. Library Management class
- May 8 – Envisionware LDS upgrade
- May 8 – Meeting with MCLS organization structure consultants
- May 10 – MCLS Town Library Directors meeting
- May 10 – IPL Management team meeting with Jason Vinette of Irondequoit HR.

Old Business:

Committee Charge Statements: Collene requests a living or finalized statement be sent to Tyler in advance of the next meeting. Tyler will compile them and they will be looked at all together at the next meeting.

Needs Survey: This could be part of the engagement committee.

Proposed IPL Hiring Policy: A motion was made to adopt the new policy. Motion carried.

Dave Seeley talked to Mary Joyce and she agreed to name the teen area in Stephanie Squicciarini's honor. Dave has asked for potential dates in mid-summer to implement this honor. Terry will choose five or six dates that might work and send them to Collene. Tyler will send a thank-you note to Mary Joyce for her thoughtfulness in allowing the room to be named for Stephanie.

New Business:

Approve promotion of Craig Marasco from Librarian I to Librarian II: Approved, effective June 18th. A note of congratulations should be sent.

Congratulations to IPL for winning Library of the Year. A motion was made that the IPL board sponsor additional seats for the IPL staff for the RRLC annual meeting at the cost of \$20 per ticket up to \$200 paid out of the trustee funds. Motion carried.

Topics Not Covered Elsewhere: The Library Board wanted assurance that the United stories of America website would be reviewed by the Director before going live.

Board President's Remarks: I feel like it is worth continuing this agenda format for the next few meetings.

Adjournment: A motion was made to move into an executive session to discuss the appointment of a particular person. Motion carried. 8:19 pm.

Executive Session: There was a discussion of candidates to fill unexpired terms on the library board. A motion was made to approve Rosa Vargas-Cronin to fulfill Bud Birchard's term ending on December 31, 2021. Motion carried.

Adjournment of Executive Session: 8:37 pm.

Adjournment of regular meeting: 8:38 pm.

Next Meeting: June 20th

Respectfully submitted,

Eileen Hayes-Power