

MEETING OF THE BOARD OF TRUSTEES  
Irondequoit Public Library  
Wednesday, June 20, 2018 6:31 pm

**Call Meeting to order:** 6:31 pm

**Approval of Agenda:** Approved

**Present:** Michelle Beechey, Collene Burns, Cicely Strickland-Ruiz, Tyler Kwolek, Susan Kramarsky, Terri Dalton.

**Visitors:** John Perticone, Town Board Liaison; Terry Buford, Library Director

**Attendance:** Collene and Cicely are unable to make the July 18<sup>th</sup> meeting. Motion to move the July 18<sup>th</sup> 2018 IPL Board of Trustees meeting to July 25, 2018 at 6:30 pm. Motion carried.

**Approval of Board Minutes:** Approved with the correction of one typo, with one abstention.

**Public Forum (three minutes per person):** None

**Reports as Needed:**

**Strategic Planning Committee:** No meeting. Tyler read the SPC charter to the board members. The charter was accepted by the board members. (Discussion of whether the charters would be published anywhere.) Collene will be the chair of the Strategic Planning Committee.

**Community Engagement Committee:** No meeting. Tyler read Lauri's letter of resignation to the board members dated June 13. Tyler read the CEC's charter to the board members. The charter was accepted by the board members. Michelle Beechey will be the chair of the Community Engagement Committee.

**Organizational Development Committee:** At the meeting we reviewed information about the part time library assistant and the vacant trustee positions. Tyler read the ODC's charter to the board members. The charter was accepted by the board members. Cicely will be the chair of the Organizational Development Committee.

**Technology Committee:** The committee met on June 13. Performed brief introductions of the committee members and Nancy Cowan IPL IT Librarian. Group discussed some existing technology opportunities and reviewed Goal D. We reviewed a skeleton long range plan put together by Tyler. Our next step will be more eyes and comments on the technology long range plan. The plan will be presented to the board in September. Collene would like the Technology Committee to work with the Community Engagement Committee regarding having a teen advisor on the board. She would like to see

other committees use the framework of the Technology Committee's planning as their own. Tyler read the TC's charter to the board members. The board members accepted the charter. Tyler will be the chair of the Technology Committee.

**Policy Committee:** No meeting. Tyler read the PC's charter to the board members. The board members accepted the charter. Collene would like to see the three categories outlined by the Policy Committee incorporated into the charter (1. What the community can expect from us, 2. What we are asking in return, 3. What happens behind the scenes.) Terry will be the chair of the Policy Committee.

**Finance Committee AND Vouchers Report:** No meeting. Terry gave an explanation of the collection agency fee and the elevator repair bill. The Finance Committee and/or the Iron Task Force should come up with a proposal for a preventative measure on handling the elevator issue. (Discussion of elevator issue). Terry discussed the Sight Lock voucher and the Spectrum voucher and why some vendors require credit card payments. Tyler read the FC's charter to the board members. The board members accepted the charter.

**Town Board Liaison Report:** John Perticone will be leaving as the Town Board Liaison. He will continue to support and be involved in the library. The new DPW project will be ready to go on July 9<sup>th</sup>. Yesterday was spent recruiting new police officers to send to the academy.

**Friends Liaison:** Terry Dalton is stepping down as the Friends president. She will continue to volunteer for the Friends. There will be a wrap up business meeting on June 26 and the Friends will host a breakfast at the staff meeting on June 29<sup>th</sup>. The Friends will be presenting at the NYLA conference in November.

**Foundation Report:** No report.

#### **Director's Report:**

##### **Library System News**

- MCLS library directors met with the MCLS consultants on Saturday, June 9 at the central library to continue discussions on improving the organizational structure of library system. The consultants will now write a report and make recommendations based on their work with library management.
- Trustee training opportunity on Thursday, June 28, 2018 7 -8:30 pm at the Pittsford Community Library. This orientation is designed for new library trustees, but all are welcome. We will cover the governance and finance structures of the Monroe County Library System, trustee roles and responsibilities, and various trustee resources, with plenty of time for questions at the end. Call the MCLS Office at (585) 428-8051. If you aren't sure you can attend unregistered walk-ins are welcome!

## **2. Town News**

- The library is moving ahead with Parks and Recreation to take back the making of all room reservations. Supervisor Seeley and the town attorney have agreed with IPL and Parks representatives that customer service was less than optimal. The new approach lets the people with the most knowledge of the rooms, equipment and procedures make the reservations which should improve the reservation making experience. Parks personnel will still bill and collect room fees.

## **3. IPL News / Facilities report**

- Excerpts from Director's report to the Finance Committee:
  1. Johnson Controls/Simplex-Grinnell has proposed a \$2,100 annual maintenance contract for the door locking system. This is difficult to accept as the system has never worked correctly for more than few months before breaking down. Negotiations are ongoing.
  2. Rochester Colonial has not yet come back to the library with a promised estimate for dealing with the exterior doors. When asked for an update they promised to produce it shortly. In the short term library personnel are learning to tweak the doors which is reducing the number times they are jammed shut or difficult to close. Staff is learning to cope with the door situation. It is unfortunate but it is being done.
  3. HVAC issues have settled down since the last bunch of problems. Only minor adjustments have been needed. Erasing and reprogramming the thermostats seems to have improved things a lot. No refrigerant leaks have been detected. The next semi-annual periodic maintenance work should reveal if any additional leaks have started.
  4. Generator work should be completed this month with the final work being done on Friday, June 29 with an all-day power shutdown. The staff meeting that day will be moved off site to the Webster Public Library.

## **4. IPL Personnel Report**

- Excerpts from Director's report to the organizational Development Committee:
  1. The IPL management team, after weeks of searching, has finally found a Library Assistant candidate who was willing to accept a provisional appointment who seems to have the skills, enthusiasm and credentials required. His name is Steven Shon and he is an MLS student and has done internships as well as teach classes at Penfield and the main library downtown. He had a successful interview and was approved by Monroe County Civil Service. He accepted an offer for an entry level Library Assistant part-time position and started here Tuesday, June 12.
  2. Bringing Mr. Shon on board as quickly as possible was important because the staff is stretched very thin right now. One full-time librarian is on his honeymoon, one full-time Library Assistant is out after surgery, one full-time librarian's wife had surgery and has been out. Most of the IPL's part-time employees and subs are working extra hours but are at their limit of hours permitted by HR.
  3. The June 29 staff meeting is set for the Webster Library. The Friends will serve breakfast and the center piece of the day will be a two to three hour work session with Causewave and the entire library staff reviewing organizational and professional values and beliefs, customer touchpoints and how our performance will be evaluated objectively.

4. Please consider using the \$500 prize for being Library of the Year for the staff. IPL Logo wear and/or a party are the top suggestions

## 5. Financial Report and Vouchers

- **Vouchers of note:** #155 Bison Elevator, for one periodic maintenance and two people trapped in elevator calls, on eon the weekend; # 182, MCLS, quarterly charges for UMS Collection Agency service.
- **Financial report:** As of May 31, 41.4% of the fiscal year had elapsed. Library Revenue stands at 95.48% with library generated revenue lines at Miscellaneous Income 42.2%, Library Charges 38.68% and Copier 42.91%. Library Expenditures are at 45.97% including all of the borrowing costs for the year. Contracted or Operating Expenses are at 26.45%.

## 6. Meetings and Events

- May 17 – Iron Library team meeting.
- May 17 – Meeting with Supervisor Seeley, Parks and Recreation personnel
- May 19 – Work Saturday
- May 22 – Library Assistant employment interview
- May 23 – RRLC Workshop, Law School for Librarians
- May 24 – MCLS Director’s meeting at Chili Library
- May 31 – IPL staff meeting
- May 31 – Irondequoit town department heads meeting
- May 31 – IPL librarian’s meeting to study 2<sup>nd</sup> floor layout
- May 31 – Causewave grant meeting
- June 6 – Library tour for St. Cecilia’s
- June 9 – MCLS workshop with organizational consultants
- June 13 – Technology committee meeting
- June 15 – MCLS Organization Development committee meeting

### Old Business:

**Committee Charge Statements:** covered.

**Planning Materials and Signage:** We have been in touch with Supervisor Seeley to plan the dedication of the Teen library to Stephanie.

### New Business:

**Approve Hiring of Steven Shon, Librarian Assistant part time:** A motion was made to approve the appointment of Steven Shon as a part time librarian assistant. Motion carried. Tyler will send Steven a note from the board.

**Expending the Library of the Year Award:** The Library of the Year award included a \$500 check. A motion was made to withdraw \$500 from the trustee pass through account in celebration of the IPL team to subsidize the purchase of logo wear and an employee appreciation social event. Motion carried.

**Topics Not Covered Elsewhere:** Michelle will send the link to the NYLA website to the members so that seminars at their annual meeting can be reviewed.

Michelle was interested to see that people are excited about the new IPL Genealogy group. She enjoyed the Summer Reading video and congratulates Adriana on her MLS.

Terry spoke of how other communities, (Henrietta, Chili, Parma) have begun to build or plan new facilities.

**Executive session to discuss the appointment of a particular person or persons.**

At 8:18 PM the board voted to move to executive session to discuss the appointment of a particular person. The board discussed Rosa Vargas' appointment. She will start on July 25<sup>th</sup>.

The board voted to appoint Terri Dalton as a trustee to fill Laurie Strano's term. Approved unanimously.

The board voted to appoint John Perticone as an Honorary Trustee. Approved unanimously.

The board voted to end the executive session and return to the regular meeting at 8:39 PM.

**Adjournment:** 8:40 PM.

Respectfully submitted,  
Eileen Hayes-Power