

MEETING OF THE BOARD OF TRUSTEES  
Irondequoit Public Library  
Wednesday, July 25, 2018

**Call Meeting to Order:** 6:30 pm

**Present:** Burns, Beechey, Kwolek, Kramarsky, Strickland-Ruiz, Dalton, Vargas-Cronin.

**Also present:** Terry Buford, Library Director; Kimie Romeo, Town Board Liaison

**Approval of Agenda:** approved

**Public Forum (3 visitors):** Robin Knoll, a storyteller and actor, is interested in working in some capacity for the library and wanted to observe a board meeting.

Synn Lymn McLaughlin, Circulation Supervisor, Discussed the Circulation team and what they do. She brought the board up to date on circulation services and duties since the new library opened and detailed individual clerk's duties. Synn Lymn outlined her own duties and responsibilities as Circulation Supervisor and cited positive comments made by patrons about the staff. She is very interested in having a career development path mapped out for the para-librarians based on performance.

Each board member introduced themselves. Collene described how the board works for the new members.

**Approval of minutes:** Approved, two abstentions.

**Reports as Needed:**

**Strategic Planning Committee:** Tyler read aloud the SPC charter. No report.

**Community Engagement Committee:** Tyler read aloud the CEC charter. At their meeting the committee brought Terri Dalton up to date on what the committee is doing, their strategies and goals. They discussed how to recruit a youth liaison. Collene suggested the committee consider the library's monthly newsletter should they want anything published.

**Organizational Development Committee:** Tyler read aloud the ODC charter. The committee met on June 15<sup>th</sup> and discussed the orientation process to new trustees.

**Technology Committee:** Tyler read aloud the TC charter. The committee met on July 2<sup>nd</sup> and made sure everybody had access to the long range planning document and worked on the actual long range plan, putting it into an appropriate template.

**Policy Committee:** Tyler read aloud the PC charter. At their meeting the committee discussed the new meeting room policy regarding taking over paying customer's reservations from the Parks and Recs Department.

**Finance Committee AND Vouchers Report:** Tyler read aloud the FC charter. Vouchers approved.  
2019 Budget Process (moved from New Business): Terry Buford explained to the board members how the yearly budget process works. Tomorrow is the kick off meeting for the 2019 budget process.

(Discussion on the importance of board members attending the budget meetings where the library's interests are concerned.)

**Town Board Liaison:** Kimie Romeo will share liaison duties with others from the Town Board. The town has lowered its speed limit. They are currently engaged in a public hearing process to explore the opportunity to get involved in a CCA. Smoking regulation legislation is underway as well as legislation regarding leashed dogs. The town has entered into a contract with Spectrum for their internet.

**Friends Liaison:** No report.

**Foundation:** No report.

**Director's Report:** All content covered in committee reports.

#### **Library System News**

- MCLS organizational consultants have issued a final report on organizational structure. MCLS and members are now digesting and reacting to the findings. DC will meet in September to discuss further.

#### **2. Town News**

- The library is back in the business of booking all library rooms with Parks and Recreation using the reservation system to invoice appropriate customers.

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

- Except for occasional issues regarding doors and locks, it has been quiet on the building and facilities front this month. Johnson Controls/Simplex-Grinnell has agreed to pay the first year of the \$2,100 annual maintenance contract for the door locking system as we work through the issues connected to it.
- No HVAC or plumbing issues in the last month!
- Rochester Colonial has sent an estimate for coping with our exterior door issues.
- Generator work completed by contractor. RG&E will visit on Tuesday, July 24 to make project related adjustments to the building's gas supply system. DPW promises to spruce up landscape around generator area.
- Staff meeting held at Webster Public Library on June 29. Customer touchpoint work with Causewave and summer reading activities review for staff was the bulk of the meeting. Next Causewave meeting will be in August where we will finalize our organizational values list to be tested for at multiple customer touchpoints.

#### **4. IPL Personnel Report**

- No personnel issues to report.

#### **5. Financial Report and Vouchers**

- **Vouchers of note:** #198, Terry Buford, paid for repair of Teen Library gaming system on credit card; #199, Demco Software, for renewal of annual license for software managing room reservations, event scheduling and event calendar software.
- **Financial report:** June 30 marks the 50% point in the year. A look at the library's finances on the revenue side shows we have collected 96% of anticipated revenue. In the library generated revenue portion we are close to on target with miscellaneous income at 49%, library charges at 46% and copier receipts at 49%. The expenditures side of the budget is at 54% of budget. This high percentage is due to the debt service for the new library construction being passed through the library budget. The cost of \$346,425 or 15% of the total library budget is already expended for the entire year causing the high percentage of budget expended figure. This effect eases as the year progresses. Salaries are at 49% and contractual expenses at 40%.

## 6. Meetings and Events

- June 22 – Meeting with Chief Tantillo of IPD.
- June 23 – Work Saturday
- June 28 – Conference call with West Seneca/Erie County Library System officials
- June 29 – IPL staff meeting at Webster Library
- July 2 – Meeting with Chili Public Library officials
- July 7 – Work Saturday
- July 11 – MCLS Director's council meeting at Charlotte Branch
- July 13 – IPL management team meeting
- July 19 – Town Library Directors Council meeting @ Greece PL
- July 20 – Meeting with Calligraphy club reps
- July 20 – Meeting with Ukrainian Community foundations reps

**Old Business:** Planning Memorials and Signage: The Teen library will be dedicated to Stephanie with appropriate signage. There will be a ceremony on August 19<sup>th</sup> at 12:00 pm. There will be a also be a plaque placed near the front door acknowledging the dedication.

**New Business:** 2019 Budget Process: Discussed in the Finance Committee report.

The library may receive a \$25,000 grant and this kicked off a discussion of the library board's Big Hairy Audacious Goals (BHAGS)

The library team would like to eliminate fines, especially for children and young adults. Terry Buford discussed why this would be a good idea for the library and cited other libraries policies. Eliminating fines would create a \$20 to \$25,000 revenue hole in the budget. (Discussion of how this year's extra funds were used).

One of the library's goals is to deliver library materials to people who can't come into the library.

Terry Dalton raised the issue of acquiring more Spanish language books for the library. (Discussion followed). Collene would like to engage the library team in establishing our goals. She asked Terry Buford to ask the staff what one thing they would buy with \$25,000 (in one sentence!) The Strategic Planning Committee will do the same with the board members.

Tyler will make a centrally located list that can be added to by individuals.

**Topics Not Covered Elsewhere:** September meeting will start at 5:30 pm.

Terry remarked on a Forbes Magazine opinion article stating that Amazon should replace public libraries worldwide. The library community quickly took to social media to describe what an ill-conceived idea this is and Forbes removed the article from their website.

**President's Remarks:** Collene thanked Terri Dalton once again for all her hard work with the Friends and is delighted to have her on the board. She also welcomed Rosa Vargas-Cronin to the board.

**Adjournment:** 9:57 pm

**Next Meeting:** August 15<sup>th</sup>, 2018 at 6:30 pm.

Respectfully submitted.

Eileen Hayes-Power, Recording Secretary for Board Secretary Tyler Kwolek