

MEETING OF THE BOARD OF TRUSTEES
Irondequoit Public Library
Wednesday, August 15, 2018. 6:30 pm

Call Meeting to Order: 6:30 pm

Approval of Agenda: Approved

Attendance: Collene Burns, Michelle Beechey, Cicely Strickland-Ruiz, Terry Dalton, Tyler Kwolek, Susan Kramarsky, Rosa Vargas-Cronin,

Guests: Dave Seeley, Town Supervisor; Terry Buford, Library Director; Amy Holland, Children's Librarian

Attendance Notes: Next month's meeting will be held on September 19th and will start at 5:30 pm. The early start time is due to the amount of discussion needed on the budget.

Approval of Board Minutes: Approved

Public Forum (3 Persons per Forum): Robin Nowell attended the board meeting as an observer.

Reports as Needed:

Strategic Planning Committee: Reported in Old Business under BHAGS.

Community Engagement: The committee met on July 30th. A job description for the student representative to the library board was the main topic of discussion. The committee will canvas the Irondequoit School District as well as home schooled students. The students should commit to 6 meetings per year. Any additional feedback on the job description is due by Saturday, August 18th. If there are changes made to the job description Michelle will get the changes out to the board members. Over the next month the committee can prepare a vetting process in the event of more applicants than necessary. Questions include 'should there be an interview'; should the commitment be for one year or two'? The committee also discussed the survey sent out to see what people are looking for that the library doesn't offer and what skills people may have that they can offer to the library. Rosa will become a member of the Community Engagement committee.

Organizational Development: The committee will have a meeting before the end of the month. They will be discussing the best practices for career planning and develop a schedule for presentations from IPL section leaders.

Technology Committee: A more finalized version of the Technology Committee's long range plan was included in a packet handed out to the board members and is also available digitally.

Tyler explained why a Technology Long Range Plan is important and how the process of preparing a long range plan was carried out. The committee asks that other board members submit comments. Any comments will be incorporated into the plan and need to be submitted by September 12. Ideally the plan could be adopted in the September meeting.

Policy Committee: The committee discussed the amended meeting room policy. The policy changes reflect the room booking procedure for private events and for-profit groups. (Discussion of whether dismantling after room use should be done by the group using the room) Terry Buford will speak to the Parks and Rec people about their on line booking system to see whether that system would work for the library. The policy will be voted on at the September meeting.

Finance Committee, Financial Report AND Vouchers Report: Vouchers approved. We should receive the comptroller's numbers by the 20th. Susan will speak to John Perticone About helping out on the Finance Committee. Please let the board know by Friday if you cannot attend the town budget meeting.

Town Board Liaison Report: The generator has been installed and work is being done on the plantings surrounding it. The town is nailing down what the new community center will look like. The town has received grants for clean energy projects. The first project will be solar panels installed on the public safety building in the coming months. The second project is the new highway garage. The town is taking on an initiative in the form of a community choice aggregation which allows communities to purchase bulk energy at a locked down cost for residents. The old Sears building at the Irondequoit Mall is being considered for senior housing. Macy's is being used as a call center for Conduit and The Ronald McDonald House will use it for its annual fundraising sale. The town has adopted a tobacco free policy for town facilities and is working on signage for the policy. Signage will include the library. Terry Buford will discuss with Bob Kiley a smoking area for library patrons.

Friends Liaison Report: No report. Michelle explained to the other members what a library board liaison to the Friends does and asked for a back-up person. Rosa volunteered to be the back-up person. Michelle will ask the Friends about who will be a liaison to the library board.

Foundation Report: No report. Collene is in touch with the president of the foundation regarding the foundation's relationship with the library board and Friends board.

Director's Report:

1. Library System News

- MCLS Director's Council will be meeting in Irondequoit on September 5. Sheriff Todd Baxter will be the guest speaker. The results of the consultant's study of MCLS organizational structure will also be discussed.

2. Town News

- Chief Tantillo of the IPD will visit the library on August 15 to share coffee with residents, talk about subjects of concern to them and film a PSA about the speed limit changes.
- Some Assessor's Department meetings on property revaluations may be held in library meeting rooms.
- DPW is looking at adjust the configuration the town campus parking lot and access roads to improve accessibility and safety.

3. IPL News / Facilities report

- Except for minor issues with security cameras and door locks there have been no facilities issues.
- HR department and library management studying the use of the town's Kronos timekeeping and scheduling system to help us be more efficient in recording employee attendance and working out work schedules.
- Library IT and vendor Envisionware working to resolve credit/debit card verification issues on Library Document Station. Accepting cash only until issue resolved.

4. IPL Personnel Report

- Three full-time people retiring by year end. Library management working on plan to replace these people within the restrictions of the Civil Service and keeping in mind organizational need for backup supervisory personnel.

5. Financial Report and Vouchers

- Vouchers of note: #242, Johnson Controls (formerly Simplex-Grinnell, formerly Tyco), one year of intrusion and fire alarm monitoring; 248, Postler & Jaeckle, 6 month periodic maintenance.
- Financial report: As of July 31, 58% of the year had elapsed. On revenue the library had collected 97% of anticipated revenue with library generated revenue lines as follows; Miscellaneous 57%; library charges 56%; copier 54%. On the expenditure side the library has expended 60% of the total budget. As discussed in previous months, the expenditure percentage is high due to the pass through of the interest paid on the borrowing for the new library happening all at once at the beginning of the year. Salaries are at 57.5%, operating expenses (contractual expenses) are at 48%.

6. Meetings and Events

- July 26 – July 30 Vacation.
- July 31 – MCLS library directors meeting about consultant's report
- August 2 – Joe Gingold, Boy Scouts
- August 8 – Supervisor Seeley, C. Marasco, A. Holland, M. Vecchio, Teen Library dedication
- August 9 – V. Payne, meeting about acquisitions and vendor issues

- August 10 – N. Pelish meet to discuss personnel issues
- August 13 – Causewave
- August 13 – Town department heads

Old Business:

Planning Memorials and Signage: Included in the board members packets is a rendering of the plaque for Stephanie that will be put in the front foyer of the library. The Friends have donated the plaque. Stephanie's husband worked with Terry Buford on the wording of the plaque. Dave Seeley explained to the board what the memorial ceremony will entail. Tomorrow evening the lettering on the teen library will be installed. A reception will be held after the dedication. A media advisory will go out. Collene asked the board members to help out at the reception.

Big Hairy Audacious Goals (BHAGS): Collene handed out post-it notes in 2 different colors to the board members and asked them to write their ideas about how to use a possible \$25,000 donation to the library. One color was for ideas from the 'heart and soul' and one color was for a 'this makes sense' idea. A mobile library was the most offered suggestion. Dave Seeley explained how this could be done as a pilot program. The second most offered suggestion was to diversify the collection. The Community Engagement committee will discuss this and come up with some goals. The long range plan of the library has language that includes this idea. Terry Buford will price doors for the children's room and panic buttons for the service desks.

New Business:

FOIL Request for Fees and Fee Structure: Terry Buford explained to the board the library fee process and the history of room fee collection at the library. Mr. Barone has now filed a FOIL request to find out what we charge the Irondequoit Art Club for the use of the library meeting rooms. Terry Buford suggested the board members visit the NYS Center for Open Government website to familiarize themselves with the legalities of FOIL requests and open meetings.

Topics Not Covered Elsewhere: None

Adjournment: 8:41 pm.

Next Meeting: September 19, 2018 at 5:30 pm.

Respectfully submitted,

Eileen Hayes-Power for Board Secretary Tyler Kwolek