

MEETING OF THE BOARD OF TRUSTEES
Irondequoit Public Library, 5:30 pm
Wednesday, September 19, 2018

Call meeting to order: 5:32 pm

Approval of Agenda: Approved as written

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

Guests: Terry Buford, Library Director; Amy Holland, Library Staff; Nicole Hushla-Re, Town Board Liaison.

October meeting (10/22 at 6:30) – no town board rep, will submit written report

Approval of Board Minutes: Approved

Public Forum: None

REPORTS AS NEEDED

Strategic Planning Committee: Did not meet

Community Engagement: Met last month. Finalized job description for youth representative, sent to area schools. Will advertise in library newsletter, post announcement in Teen Library. Follow up with Craig Marasco Santiago about leads – a library page may be a good fit. Will advertise via Social media. Terry will talk to John Scalzo about additional publicity to bring in more candidates. Hoping for more response towards the end of September? Great response from E Irondequoit Schools. Want representation across all school communities if possible. Mothers out Front? Michelle will contact.

Diversity in libraries resources. Visited Lincoln branch. Helping with Hacker Grant for materials in different languages. Have committee look at grant app before submission. Got ideas from Rebecca Fuss. Inclusive libraries conference on 10/23. Conference re: engaging the Latino community at the conference center in Oct. Terry will send info to the board.

Community engagement/marketing webinar – Terri attended, has slides if anyone is interested. Many things mentioned we are already doing – i.e. community engagement committee. Sports club involvement? Engage non-users. (Rod and gun club?!) Start keeping index of organizations to partner with or engage? Maybe Chamber can help? MCLS used to create print resource, fell out of favor. Attorney General has resource for keyword searching non-profits.

Organizational Development: Met last month. Will have section leader presentations at upcoming meetings. Looking at developing LRP for committee. Iron Library team working on mission statement to guide work. Veteran's day meeting – board input on agenda. Have conference call scheduled.

Technology Committee: LRP – Maker's Lab team reviewed policy and approved. Copy in packet. Board feedback: ties back to LRP for the library, but isn't too tethered to it. Over the next year, will find out how achievable goals are. Once plan is approved, org dev and tech committee could collaborate to gather input from staff. The Tech

LRP is an internal document/guide for staff. Guide for who is doing what. Use as template for other committees as they develop LRPs. More visual way to conceptualize ideas that isn't page of text? Tech committee started with a grid – evolved into longer text document. All committees should consider one-page distillation of their LRP. Goal is for all LRPs to look similar – good from a process perspective.

Maker's Lab is in LRP, should be highlighted in tech plan. Major draw for library, appeal for range of ages. Device access and software access. Provides learning opportunity for everyone.

Digital material; assistive services/hardware – more access for people with disabilities. Focus on not duplicating services – work with organizations to supplement.

Plan approved, will go on IPL website alongside LRP.

Policy Committee: Meeting room policy now reflects changes to payment/reservation process. Terry has cleaned up copy and paste errors. MCLS is contracted with competitor to what we use – we may switch over, so everything could change a little bit.

Finance Committee, Financial Report AND Vouchers Report: Voucher list in packet. Fusion Digital – software licensing bill for VM ware. Johnson Controls – used to be Simplex-Grinnell. Vendor for intrusion/fire security, door locks and camera systems. Still trying to figure out how to make door locking system work better. Had to reset everything after power outage. Still trying to troubleshoot intermittent problems. Uptick in conference and training. Envisionware is software that controls patron experience on computers plus printing/copying/faxing.

Vouchers approved.

Town Board Liaison Report: Town website being improved. Approving community energy supplier choice aggregation. Public hearings about ESL on corner of Hudson and Titus. Accepted grant from Assemblyman Morelle – use for Camp Eastman. Hired 3 more police officers, close to being a full police force. Slightly ahead of schedule with new DPW site, will mean moving ahead with selling old Helen McGraw property. Would town look into providing transportation for recreation? (iRide) Right now it's strictly mandatory things (medical), but recreation or library transportation is a possibility.

Friends Liaison: No report. Rosa will try to get to next meeting (next week). Liaison should give Collene the notes. Focus on re-establishing board connection with Friends. Current co-presidents are Chris Finger and Kathy Little.

Foundation: Meeting here on 10/15 at 5pm in staff lounge. Terry, Collene, Cicely will attend.

Director's Report:

1. Library System News

- MCLS Director's Council was held in Irondequoit on September 5. Sheriff Todd Baxter was the guest speaker. He talked extensively about the opioid crisis as well as issues affecting security in public buildings such as dealing with the mentally ill, dealing with inappropriate patron behavior as well as the rights of patrons and staff.

2. Town News

- IPL will host the IPD's Community forum here on September 17. All three large meeting rooms and 3 more upstairs will be used for breakout session to discuss the 6 pillars of effective policing with members of the community.
- Assessor's Department continues to hold property revaluation meetings with residents in library meeting rooms.

3. IPL News / Facilities report

- The main facilities issue in the past month was the power failure on Thursday, September 6 when a transmission pole on Titus Avenue failed at about 4:30 PM. The town campus including the library were without power for approximately half an hour. The backup generator was not ready as it is awaiting a final RG&E inspection of the new larger natural gas service supply line. After power was restored the elevator, a portion of the HVAC rooftop units, the phone system and library internal computer network did not immediately come back up. All systems were restored by Friday afternoon.

4. IPL Personnel Report

- The results of the Civil Service test for Senior Library Clerk have been announced. No current employees eligible for this position are going to be reachable on this new list. Library management is rethinking the plan for replacing the three retiring full-time employees.

5. Financial Report and Vouchers

- Vouchers of note: #272, Fusion, annual software licensing for VMware internal computer network; #276, Johnson Controls, investigating door locking issues.
- Financial report: As of August 31, 66% of the year had elapsed. In revenue the library had collected 97% of predicted revenue. The library generated revenue categories are: Library charges 64%, Miscellaneous 66% and copier 65%. In expenditures the library has expended 68% of the budget. This number is high due to the payout of interest and principle on the new building debt. Operating category expenditures are at 54%.

6. Meetings and Events

- August 19 – Squicciarini dedication ceremony
- August 20 – Conference call IPL Organizational Development Committee
- August 20 – Meeting with IPD Chief Tantalò
- August 23 – Meeting with Chief Tantalò
- August 24 – Meeting with reps from Good Food Collective
- August 27 – IPL reference meeting
- August 27 – IPL Finance committee meeting on budget
- September 5 – MCLS Director's council meeting, IPL hosts
- September 6 – IPL Budget meeting

- September 7 – IPL Acquisitions meeting
- September 12 – IPL management meeting
- September 12 – IPL Budget meeting

New Business: Bullet aid from Senator Funke. Has mostly been tech in the past. Received \$5000 this year – will use on Maker’s Lab equipment. Connect expenditure with tech LRP.

Old Business: Will address aid from Assemblyman Morelle at the next meeting

BUDGET DISCUSSION

Process: Started with numbers that are generated by the town. Went line by line to ensure that plan was responsible with resources; provide programming and materials effectively; to consider our responsibility going forward, including building upkeep and maintenance. Responsibility is to **recommend** budget to town board, they will react and negotiate. Coming to the table with recommendations already established.

Factors in this proposed library to be aware of:

Financing – substantial increase in interest on library construction bond. Interest rate has changed substantially. Have to be more thoughtful about the budget as a whole, think about things differently than in years past. Money from Morelle will come in handy here.

Salaries and benefits – increase 2.5% COLA (salaries); benefits (6%) – don’t have any control over this number.

Trying to restore amount to pay substitutes. Also, with more training it means greater need for subs to cover desks.

54 employees, but many aren’t here every day or even every week. Just looking at bottom line is misleading. Hoping we can convince HR to treat subs like pages, where we have lump sum of money assigned to them rather than lumping in with regular staff.

Benefits – Health insurance for retirees. Don’t have any control over this number.

Custodial line – Increase from what we were paying to clean the branches, but building is bigger and more heavily used.

Hospitalization reimbursement -- \$ people get if they don’t sign up for health care.

2 people opt out

2.5% COLA increase per union contract, board agrees to extend to all library staff. Minimum wage is also going up.

Materials stays flat – small decrease in physical materials borrowing; increased use of electronic resources. Slow but steady decrease in borrowing of physical materials as use of electronic materials increases. E materials are more cost-effective.

MCLS cost share is down 1.5%

Plumbing costs up due to wear and tear and vandalism.

Programming – critical to popularity in our community. Flat – start looking to augment through other resources. Friends already helping to a great extent.

Legal services – next year will be negotiating new union contract. Library board negotiates but uses services from lawyer who specializes in labor law. Start interviewing process in May.

Reductions in computer supplies and processing supplies based on use patterns.

Taxes – fire protection district

RGE – reduction due to efficiency in HVAC system

Elevator maintenance – increase to anticipate more service calls due to vandalism and power surges.

General maintenance – remaining flat but asking for more in elevator and HVAC lines

HVAC maintenance – temperature regulating issues, defective parts means constant additional maintenance. Some savings from to system efficiency are eaten up by these continuing issues.

Proposing asking town board to put money into a building maintenance fund – build reserve so there are funds to keep up maintenance. Makes sense from a future planning perspective. Have to be thoughtful about maintaining library aesthetic since it's a big draw for our space.

Operating – increase of 5%

Financing – little control, going up by 57%

Capital expenses staying flat

Overall increase 12%; 70% of that increase comes from financing

Proposed budget approved for submission to town board.

Adjournment: 9:10 pm

Budget workshop Oct 18

Next meeting: Monday October 22nd

Submitted by Amy Holland, Recording Secretary

For Board Secretary Tyler Kwolek