

MEETING OF THE BOARD OF TRUSTEES
Irondequoit Public Library, 6:30 pm
Monday, October 22, 2018

Call meeting to order: 6:30

Approval of Agenda: Approved

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

Guests: Terry Buford, Library Director; Amy Holland, Children's Librarian; Chris Finger, Friends of the Irondequoit Library; Matt Krueger, Children's Librarian; 2 student reps.

Attendance: Collene will not be at the November meeting. Michelle will run the meeting.

Approval of Board Minutes: Approved

MCLS trustees meeting January will be at IPL. This may be a way to encourage collaboration with other trustees in the library system. Will plan for 1/30. Terri Dalton is organizing. Maybe send a poll with topics for discussion? Rooms are already reserved for 6-9. (Amy remove reservation for 1/8)

Public Forum (3 persons per forum)

Student reps in attendance. Board and guests introduced themselves to students. Amy and Matt attending to make a presentation on Children's Services at the IPL.

Community Engagement: Rosa distributed draft of LRP. A discussion ensued regarding some points (populations we want to try to engage – concrete, measurable ways to get this data). Have to start gathering data to ensure plan is in alignment with community. Also have to focus on retaining people who are engaged. National trend info – Pew Research Institute? Any surveys we've already collected? No new surveys, worried about survey fatigue – use what is already available. Layout is good – will take a couple passes to refine content. Gathering and using data to inform plan is crucial. Collene wants it to be broad and specific – broad enough so that if something important comes along we can find a home for it; specific enough that there's mechanism for vetting/selecting new ideas. Not there yet – good start. Overall goal for LRPs? Content has to be consistent; format is less important. Board is primary audience, but documents will be available to public. Residents should be called out specifically. Committee welcomes any feedback.

Progress with teen reps – 3 candidates. Hopefully by next meeting there will be an appointment. Susan suggested approving all three – will ensure that there's always a student at each meeting. If someone can't attend, have student contact Terry and head of community engagement. After approval, get them a calendar of meetings so they can plan attendance in advance. Produce a written on-boarding process for students. Borrow on-boarding documents for W Iron school board (they have student reps)? Match up student rep with trustee teammate – someone to sit with, ask questions, etc. Allora, Nick and Isabelle were officially appointed to 2-year terms as student representatives to the board. Letter for student file at school so it's there for college applications, etc. Ask Town to send a letter to the kids, we can send it to their school. Check if they are using their service toward community service requirements. Michelle will put together on-boarding packet, send it to

the rest of the board to review. Should student reps be on committees? As a consultant, bring them in when necessary?

Michelle will be attending Inclusive Libraries Conference. Terri attended Latino Summit, made connections to help advance bilingual collection. Terry assured board that Spanish language collection will still be a reality because the funds required by the grant to match the grant amount will still be available. Who else might fund such a program? Want funding sources to be numerous – don't want to always ask same groups. "Air traffic control" with evaluating funding requests and matching them with appropriate donor but the board doesn't want to skip over home court in an effort to find outside donors.

Strategic Planning Committee: Time to schedule another date for a board retreat. 6 hours on a Saturday, facilitated by person who donated services. Last year was about bringing together brand new group of people; this year is a retrospective, and to set BHAGs for 2019/2020. Can probably get it down to 4 hours on a Saturday. Maybe invite students? Not Jan 19th or 20th; 26th, 27th. Looking at either 5th, 6th, 12th, 13th. Collene will send email for people to rank their date preference.

Organizational Development: Bimonthly presentations for IPL team will continue – another presentation should happen in December. LRP action items – determine top goals for coming year. What's already happening under each strategy? Reviewed onboarding process for new trustees. Welcome letter with mentor information – partner for new trustee; director's contact info, next meeting. Terry will provide new trustee binder and tour of the library. Document is in draft form – send Cicely any edits.

Terry continues to work on succession plan. Full-time clerk position is high-priority. Terry explained Civil service list and how it's an issue for our library, especially with filling vacant positions. Should MCLS trustees band together to reinforce with civil service that this creates hiring barriers. Move it up the food chain to get issue in front of the right people. Put it out on the trustee listserv – gain allies who are having same issues. Susan and Collene will put together a message to send to the listserv – Tyler will offer input as well.

State is considering mandatory trustee training every year. May be a minimum requirement for continuing education each year. Collene will send collective response from IPL board – don't want the same training every year, some kind of CE requirement seems reasonable.

Technology Committee: No news to report.

Policy Committee: No news to report.

Finance Committee, Financial Report AND Vouchers Report: Please attend public town budget meeting – Collene will answer any questions, good to have board visibility. Supervisor Seeley and the town board have been very supportive of the library. Terry will send Collene and Susan clean copy of budget to review before public hearing.

Voucher list – approved.

Financial report – on target with revenue collected, well below thresholds on expenditures.

Town Board Liaison Report: No liaison available this month.

Friends Liaison: Chris Finger reporting. Just participated in community garage sale. Please attend the tap takeover at I-Square if you're able. Diane Stark and Chris will be at children's book fest. Terri and Carolyn

resigned from board, Bonnie moving to Syracuse – only 4 members on board, plus potential people. Let them know if you have any potential candidates – need help with events, etc. Collene asked library board to help Friends build their board up again. Fundraising and advocacy is focus – need people with energy and enthusiasm, they don't have to have a ton of experience. Putting out another call on social media. Send Chris contact info for former library board trustees.

Foundation: Went to annual foundation meeting – short and focused. Need help facilitating strategy on how to spend money. Need to have meeting that brings together three organizations together (Foundation, Friends, Library Board). Uniting Friends and Foundation into one organization? Foundation only meets yearly. Need for channel to funnel requests is badly needed. 7 people on their board – mostly former trustees. We have a lot of common interests, makes sense to bring groups together. Look at common goals and how to allocate resources. Need better communication at the very least.

Director's Report:

1. Library System News

- Two new long awaited improvements to the library patron experience are about to happen. For the first time, CARL users can place holds on forthcoming items before the item is published. Also CARL users can place holds on specific volumes or years of serials. The catalog records of multiple volume sets, annually published works and other serials are being converted so that a user can select a specific piece of the set and request it.

2. Town News

- We are negotiating with the AARP and the Parks and Recreation Department to take over hosting and running the free tax preparation service for seniors.
- Assessor's Department continues to hold property revaluation meetings with residents in library meeting rooms.
- Kerry Ivers is now the Director of the town Development Department. She replaces Lauren Kelly who is departing for a private sector job.

3. IPL News / Facilities report

- The final details of the generator installation are complete and it has been tested multiple times without a problem. Switchovers from RG&E to generator and the reverse are barely noticeable and no systems have been affected in any major way.

4. IPL Personnel Report

- Library management is currently interviewing internal candidates for the positions being vacated by the upcoming retirements. 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.

5. Financial Report and Vouchers

- Vouchers of note: #298, Bison Elevator, repairs after September power failure, #322, Postler & Jaekle, repairs after September power failure; #323, RRLC, IPL share of the Causewave Grant.

- Financial report: As of September 30th, 75 % of the fiscal year had elapsed. On the revenue side the library had collected 97.7% of projected revenue with the library generated revenue categories as follows: Library Charges 72%, Miscellaneous 76%, Copier 77%. On the expenditure side the library had expended 74% of the budget.

6. Meetings and Events

- September 24 – Organizational Development Committee conference call
- September 27 – Meeting with Supervisor Seeley to discuss AARP programming in library
- September 28 – Meeting with Supervisor and library board to discuss 2019 budget
- October 1 – Town department head meeting
- October 3 – MCLS Directors Council meeting in Brighton
- October 6 – Work Saturday
- October 9 – Phone interview with library local school student
- October 9 – Interview prospective substitute candidates
- October 11 – IPL Acquisitions meeting
- October 11 – Interview internal job candidates
- October 15 – Irondequoit Public Library Foundation annual meeting
- October 18 – Interview job candidates
- October 18 – Town board budget workshop
- October 19 – Volunteer Appreciation Luncheon
- October 22 – Organizational Development Committee conference call

2019 closed dates – nothing unusual in 2019. Terry has suggested to the Union that they consider a floating holiday to fix 3rd and 4th of July issue. Still closed on Good Friday? Some Trustees wonder about religious holidays. Columbus Day is being recognized in more places as Columbus Day and Indigenous Peoples' Day. The board directs that our documents reflect this in the future. For 2020, board will look at which paid holidays we have and why and look at being inclusive with paid holidays. Get 2020 closed dates on agenda earlier in 2019.

2019 closed dates -- approved.

Adjournment: 9:26 pm

Next Meeting: Nov 28, 2018 6:30 pm

Respectfully,

Amy Holland

For Board Secretary Tyler Kwolek