

MEETING OF THE BOARD OF TRUSTEES  
Irondequoit Public Library  
Monday, November 28, 2018  
6:30 pm

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

**Approval of Agenda:** Approved

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

**Guests:** Terry Buford, Library Director; Amy Holland, Children's Librarian; Nicholas Mott, Isabel Tillotson, and Alara Diker, Student Representatives; Nitra Hillyer.

**Attendance:** The next board meeting will be held on Wednesday, December 19 at 6:30 preceded by the board/staff meet and greet at 5:00 pm. Michelle Beechey will be unable to attend the December 19<sup>th</sup> meeting.

**Approval of Board Minutes:** Approved

**Public Forum:** (3 persons per forum): None

**Reports as Needed:**

**Student Reports:** Nick – Bishop Kearney will collect of toiletries for St. John's House; the school held a day of service for the community and will present the play *Clue* in the fall.

Alara – Eastridge will hold auditions for the musical *In the Heights* on December 10 through 12; the GSA will have a field trip to the Escape Room at the Irondequoit Library on December 6. Library events are posted at Eastridge. The school's mock trial has started.

**Strategic Planning Committee:** No report.

**Community Engagement:** The committee met on November 8<sup>th</sup>. Information on the strategic plan has been deferred due to needing more input from everybody. Terry Buford explained gender usage as it relates to library data. Orientation materials for the students will be kept at the library. Amy Holland suggested putting them on line. Mentors and mentees (board members and student representatives) were introduced. Terri Dalton went to a Latino Summit and met the Perez family. Terry Buford gave them a tour of the library. NYLA was well attended by our library. A save-the-date reminder was sent out for the MCLS trustees meeting; there has been 2 responses. An agenda is needed for the meeting. A discussion followed of ideas for the agenda. The meeting will be held on January 30<sup>th</sup> at 7:00 pm. information about the student representatives will be put into the Irondequoit Post.

**Organizational Development:** The library board website will be added to the list of the committee's responsibilities. The committee will get information from the student representatives and feature them on the website. We will be narrowing our goals and actions for the coming year at our next meeting.

**Technology Committee:** No meeting. The committee will send emails out seeking staff interested in working with the committee.

**Policy Committee:** The Iron Task Force team is reviewing the responsibilities for which it was created. The Policy Committee will work on the "what can we do for you and what can you do for us" aspect of the library policy.

**Finance Committee, Financial Report AND Vouchers Report:** A motion was made to approve vouchers in the amount of \$57,526.24. Motion carried. A second motion was made to approve vouchers in the amount of \$11,702.14. Motion carried.

**Town Board Liaison Report:** No report.

**Friends Liaison Report:** No report.

**Foundation:** No report.

**Director's Report:**

### **1. Library System News**

- Both patron placed holds on specific volumes and issues as well as holds on forthcoming items are now working and available to staff and patrons on CARL.
- Major CARL system upgrade coming in January.

### **2. Town News**

- The AARP free tax preparation service for seniors will be held at the library February through April 2019. Thank you to Supervisor Seeley and Katrina Hall of Parks and Recreation for making the transition to the new location as smooth as possible. Two days per week for 10 weeks up to 7 volunteer tax preparers will be in a large library meeting room working by appointment to assist eligible seniors with their tax returns.
- The Library in cooperation with the IPD will again be part a collection point for the Purple Box Campaign to collect toys for the Willow Domestic Violence Center.
- The Library is also cooperating with the IPD to collect toys for the Pirate Toy Fund. The IPD's Toys on Patrol will kick off at the library Wednesday, November 28 with Gary the Happy Pirate, the IPD and live local TV coverage.

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

- EMCOR / Betlem now has qualified Daikin service personnel and will be providing an estimate for the annual preventative maintenance and service contract.

- Iron Library team will return to the original mission. The team will answer the question: “At what kind of a library do you want to work?” The team is currently reviewing employee handbooks from other libraries and non-profits.
- The Causewave project is proceeding. The staff is practicing with and testing out their customer touchpoint evaluation tools. Next meeting is in January.
- November 12 was library staff training day. The highlights were: A training from the American Foundation for Suicide Prevention called Talk Saves Lives; presentations from staff about their experiences and training at the NYLA conference and separate meetings for librarians, library assistants and clerks with their supervisors.

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

- Interviews ongoing for the personnel to replace the retiring staff.
- Library Assistant exam will be given by County Civil Service in January. It will be an evaluation of training and experience. Deadline for completion will be February 1.

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

- Vouchers of note: From the November 15 list; #343, Fusion Digital, for licensing of Bright Sign software and for repair of malfunctioning Wi-Fi access points; #355, Postler & Jaeckle, for supplies for the semi-annual periodic HVAC maintenance. From the November 28 list; #377, Johnson Controls, repair of malfunctioning electronic lock on shipping door; #379, MCLS, share of fees for UMS collection agency services.
- Financial report: 2018 Library finances are in good shape. As of October 31st, 83 % of the year had elapsed. Library revenues were at 98.89%. Library generated revenue was as follows: Library Charges 79%; Miscellaneous 85% and Copier 92%. Library expenditures were at 89%. Salaries were at 85%, Contracted Services 69%.

#### **6. Meetings and Events**

- October 23 – Causewave meeting
- October 23 – Job interviews
- October 23 – Meeting with Supervisor Seeley
- October 24 – Meeting with Patrick Ferriter
- October 25 – Meeting and tour with Dr. Karen Boland of BOCES
- October 25 – Meeting with AARP
- October 25 – Iron Library team meeting
- October 27 – Friends fundraiser at I-Square
- October 31 – Human Resources Law class at RIT Radisson.
- November 1 – Job interviews
- November 1 – IPL reference meeting
- November 3 – Library tour for Ibero American League
- November 5 – Town Department Heads meeting
- November 8 – Library management meeting
- November 12 – Staff training day
- November 13 – Meeting with Elaine Cole of the IPL Foundation

- November 14 – Presentation to a meeting of the International Philanthropic Education Association on trends in modern library services
- November 15 – Town Library Director’s Council
- November 21 – Meeting with Chief Tantalo and Gary the Happy Pirate
- November 26 – Meeting with ESOL Associates of Rochester
- November 27 – Job interviews
- November 27 – Library management meeting

**New Business:**

ESL Classes at the IPS – Teachers from the ESL Association of Rochester are teaching English as a second language at Maplewood and Sully libraries. They would like to get into the suburban libraries and are negotiating with Terry the details of holding classes at the Irondequoit library. The program would start out as a drop-in program held on Wednesdays starting in February or March. Classes will be free. A discussion ensued on getting the final information to the student representatives so they could post it at their schools. It was decided the library newsletter will be sent to the student representatives.

Little Free Libraries Project – Dave Seeley believes we should celebrate our Little Free Libraries in Irondequoit. Collene had the idea to identify Irondequoit's Little Free Libraries with a map and promote the libraries as a community asset. A discussion of ideas followed. Staff ideas will be sought.

Board Retreat (date, time, location) – The retreat will be held on January 5<sup>th</sup> from 8:30 am until 12:30 pm in the staff lounge. We will discuss a board calendar with important dates at the December meeting. The calendar will be finalized at the board retreat.

**Old Business:**

MCLS Trustee Meeting, January 30, 2019 – The community Engagement Committee will work on the agenda for the MCLS meeting.

**Topics Not Covered Elsewhere:** Michelle learned that some libraries purchase Wi-Fi hotspots and allow students who don't have access to the internet to check them out. Would Irondequoit consider doing this? Yes.

Estimates for a door at the entrance to the Children’s Library are being sought. Although the legislative grant money from former Assemblyman Morelle has not yet been distributed by New York State, the IPL is talking to vendors about the project.

Adjournment: 8:03 pm

Next Meeting: December 19, 2018.

Respectfully submitted by,

Eileen Hayes-Power for  
Board Secretary Tyler Kwolek