

MEETING OF THE BOARD OF TRUSTEES  
Irondequoit Public Library  
Wednesday, December 19, 2018

**Call Meeting to Order:** 6:36 pm

**Approval of Agenda:** Approved with the addition of the staff report by Nora Pelish.

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

**Guests:** Terry Buford, Library Director, Amy Holland, Children's Librarian, Nick Mott and Isabelle Tillotson, Student Representatives and Nora Pelish, Librarian.

**Attendance:** The board retreat will be on January 5<sup>th</sup> from 8:30 am until 12:30 pm in the library staff break room. The next board meeting will be on Wednesday, January 16<sup>th</sup>. All members present will be able to attend the January meeting.

**Approval of Board Minutes:** Approved

**Public Forum (3 Persons per Forum):** None

**Reports as Needed:**

**Student Representative Reports:** Nick - Part of Bishop Kearney's Day of Service was constructing a Little Free Library. Auditions were held for the musical *The Adams Family*. Isabelle – There has been fundraising at Eastridge for various clubs, proms, and the senior trip. Auditions were held for the musical *In the Heights*; the cast has been announced. Mock Trial has begun and participants are preparing for the February trial. IPL events are now being posted on Eastridge media.

**Strategic Planning Committee:** The IPL board retreat will be discussed in Old Business.

**Community Engagement Committee:** Terri Dalton organized a meet and greet for the library staff and the board members. Another pass has been made at getting the charter out for 2019. It is progressing. Michelle sent a proposed agenda for the meeting for the trustees for all of Monroe county. (Discussion of agenda issues). There was a discussion on which areas which board members will speak on at Advocacy Day in Albany, i.e., Terry Buford will discuss connecting with the legislators.

**Organizational Development Committee:** Nora Pelish, Assistant Director, delivered a report to the board on her duties at the library. These included monthly reference, social committee, management issues, the periodical and e-book collections, cash handling, statistics, scheduling, managing volunteers and personnel issues. A discussion followed on the value of using an online scheduling program.

Cicely received the student bios and feels updating is needed on the website concerning bios. The trustee's bios could include some personal facts, interests, hobbies, their Irondequoit connection,

and their interest in the Irondequoit Public Library. The committee will work on narrowing down their goals for 2019 at the next meeting.

Terry Buford announced that Hana Cutler will move from part-time library clerk to full-time library clerk, Emily Baker will move from part-time to full-time library assistant replacing Linda Luebbe, and Stephanie Schubmehl will move from part-time to full time library assistant. All three are replacing recent retirees Sharon Sciacca, Linda Luebbe and Anne Boring.

Motion was made to appointment Hana Cutler as a full time library clerk, a provisional appointment. Motion carried.

Motion was made to appoint Emily Baker as a full time library assistant, a permanent appointment. Motion carried.

Motion was made to appoint Stephanie Schubmehl as a full time library assistant, a provisional appointment.

Motion carried.

**Technology Committee:** No report.

**Policy Committee:** Terry Buford reported that the Iron Task Force Committee is working on improving the policy manual especially the areas governing employees.

**Finance Committee, Vouchers Report, Financial Report:** Motion made to approve the December 12, 2018 interim voucher list. Motion carried. Motion made to approve the December 19, 2018 voucher list. Motion carried. There was a discussion on promoting the book sale and different aspects of the book sale.

**Town Board Liaison:** No report.

**Friends Liaison:** No report.

**Foundation:** Cicely and Collene attended the annual meeting 2 months ago.

**Director's Report:**

## **1. Library System News**

- Carl has announced that they will stop development of CARL X our current automated library circulation system. Replacing it will be CARL Connect their wireless application for library circulation. CARL Connect will become their flagship product and all future development will endeavor to advance it. CARL anticipates a growing demand from libraries to perform all library automation functions at any location. IPL typically uses CARL Connect now for visits to remote locations such as schools or special events.

## **2. Town News**

- There are some technical network security concerns that we are attempting to address to the satisfaction of the AARP so the free tax preparation service for seniors can be held at the library.
- Toy collecting for the Willow Domestic Violence Center and the Pirate Toy Fund have gone very well.

- The Town's Winterfest event will be held on campus Saturday, January 26<sup>th</sup>. Crowds and parking could be a concern and a large tent will occupy a portion of the parking lot for a few days. However, IPL has dealt with Winterfest Saturday before. As before, extra library staff will be assigned that day and they will handle whatever comes up. DPW and Parks personnel have been extremely helpful in keeping library staff informed about any issues relating to Winterfest. They have promised to keep parking and areas around the library open and accessible as they have in previous seasons.

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

- MCLS is reporting delays in both Bullet Aid and Assembly member grants from Albany. Sometime in January is now the estimated time of arrival.
- The library's part-time cleaner from the Maintenance Department has quit. A new one has been recruited and just started working.

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

- Interviews are complete for the personnel to replace the retiring staff. Employees are being informed of the choices. Due to the upcoming Civil Service tests some employees will receive provisional appointments
- 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 1st. Scores and eligible list can take months to produce.
- Training options for the next staff day in February are being explored by the Iron Library Team. The team will interview a rep from Insights2imrpovement, Inc. They provide DISC training to many area organizations including City of Rochester, SUNY, RIT, Catholic Family Services, Xerox and Wegman's. They espouse the DISC model as the most reliable and valid human behavior talent assessment being used by organizations. They train organizations to use it to gain insights into people's behavioral tendencies and communication styles and using the results to understand behavior and improve performance.

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

- No vouchers of note. Both the interim and regular voucher list consist mainly of supply, training cost reimbursements, new library materials orders and program performer, supply and snack costs.
- Financial report: 2018 Library finances are in good shape. As of November 30, 92% of the year had elapsed. Library revenues were at 99.37%. Library generated revenue was as follows: Library Charges 85.5%; Miscellaneous 94% and Copier 102%. Library expenditures were at 87%. Salaries were at 94%, Contracted Services 76%.

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

- November 28 – Toys on Patrol @ IPL
- November 29 – Iron Library Team meeting

- December 4 – IPL Librarians Meeting
- December 5 – MCLS DC Meeting
- December 6 – Meeting with Supervisor Seeley
- December 6 – Meeting with IPL Acquisitions Team
- December 8 – Work Saturday
- December 10 – IPL Reference Team Meeting
- December 10 – Job interview
- December 11 – Job interviews
- December 12 – Meeting with A. Schubmehl
- December 13 – Meeting with E. Baker and N. Pelish

**New Business:**

**Little Free Libraries Project:** Library staff brainstormed ideas on how assist Supervisor Seeley with his idea for a Little Free Libraries based project. A discussion followed on how to map out where these libraries are in Irondequoit and how to showcase them. This discussion will be continued at the board retreat and a summary of the ideas will be sent Dave Seeley.

**Old Business:**

**MCLS Trustee Meeting January 2019:** Covered above.

**IPL Board Retreat:** A proposal was made that the agenda focus on putting good processes in place. Time should be taken to celebrate highlights and review lows and decide how we will share this information with key shareholders. At the retreat there should be a discussion about the things that *must* be done in 2019. We should talk about the committees and their goals for 2019. We should also take a look at the long range plan and break down the big things for each committee.

**Topics Not Covered Elsewhere:** None

**Board President's Remarks:** Thank you for an incredibly productive meeting. I am very excited about our retreat. Congratulations to Cicely for appointment to the board for a full five year term. Christy Simons has volunteered to put cards and baskets together for the retirees.

**Adjournment:** 8:41 pm.

The next meeting is on Wednesday, January 16, 2019.

Respectfully submitted by,

Eileen Hayes-Power