

Irondequoit Board of Trustees
Monthly Meeting
Minutes of January 16, 2019
6:30 pm

Call Meeting to Order: 6:31 pm

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

Guests: Terry Buford, Director; Amy Holland, Library Staff; Nicholas Mott, Alara Diker, Isabelle Tilotson, Student representatives.

Approval of Agenda: Amended to allow student reps to report early under the Community Engagement committee. Approved as amended.

Election of 2019 Officers: Opened with a discussion regarding unfinished business needing clarity before elections take place. Motion made that before close of meeting tonight we take a straw poll on the viability of elections for the 2019 officers. In addition, until the special election is held in March or April we will keep the current officers in place. Motion carried.

Approval of Board Minutes: Approved with the correction with one abstention.

Attendance: All members are able to attend the next meeting on Wednesday, February 20th.

Public Forum (3 minutes per person): None

Reports as Needed:

Strategic Planning Committee –

Community engagement Committee – Review of 2 Way Communication List of Stakeholders as Committed at 1/5/19 Board Retreat.

Alara reported that Reality Check at Eastridge High school will be holding a competition for No Juul January. There will be a video competition about the dangers of vaping. Eastridge will be helping out with the blood drive and the 2nd annual girl's charity basketball game will be held on February 2nd at Eastridge High school.

Organizational Development Committee – At the last meeting we discussed the website and proposed to have a small paragraph about being an honorary trustee with a list of the names of the honorary trustees, however, we must adhere to the by-laws. There is a memorial for Stephanie on the website.

Technology Committee – We did not meet, however we will be sending out documents and

proposals in regard to the document storage situation.

Policy Committee – We sent out a quarterly policy review schedule grouping similar policies together and a draft of social media policy. The Iron Task Force is looking at employment policies and handbooks from other libraries.

Finance Committee, Vouchers Report, Financial Report - Review of process for Requesting Funding as committed at 1/5/19 Board Retreat.

A motion was made to approve the remainder of the 2018 voucher list. Motion carried. A motion was made to approve the January voucher list as written. Motion carried.

Suzanne will create a draft putting forth the theory that it is easier to revise than to start with a blank sheet. A discussion followed regarding having an 'over a threshold dollar amount'. Adoption can take place at the February meeting.

Town Board Liaison Report – No report.

Friends Liaison Report – No report.

Foundation Report – No report.

Director's Report

1. Library System News

- The NYS Empire Passes will continue to be a part of the MCLS museum pass program for 2019. Patrons can borrow the Empire Pass from the library and gain free admission to NYS Parks all over the state.

2. Town News

- Registration for AARP income tax preparation begins January 22. Registration is being handled by town hall personnel. Parks and Recreation personnel have been most helpful with the location transition from Pinegrove to the library. Last year staff at the Pinegrove Senior center reported over 700 phone calls about the program. This year it will be limited to Irondequoit residents only.
- AARP tax preparation sessions begin at the library February 5. They are every Tuesday and Thursday through April 11.

3. IPL News / Facilities

- ESOL classes will be held at the library on a drop-in basis every Wednesday evening at 5:30 starting February 13.
- Traveler's insurance conducted their annual safety inspection of the library building on Thursday, January 10. No major issues reported.

- The HVAC maintenance contract with Postler & Jaeckle has been renewed for another year. P&J offered the lowest price and knows our system very well as they were the installers when the library was built.

4. IPL Personnel Report

- Interviews are now beginning for a part-time library clerk replacement. The part-time Library Assistant interviews cannot happen until the new Civil Service list is produced after the upcoming exam is scored. The exam is over February 1.

5. Financial Report and Vouchers

- 2018 is now complete and the library's financial performance for the year becomes clearer. On the revenue side the library collected 99.76% of anticipated revenue. In library generated revenue a 10% shortfall in library charges was partially offset by greater than expected revenue in the Miscellaneous and Copier revenue lines. The total revenue shortfall was at \$5,500. On the expenses side the library currently is at 95.78 of budget expenses expended. Currently showing a surplus of \$94,653 however, there are still some outstanding 2018 expenses to be accounted for such as the invoices being processed for payment tonight and a payment due to the retirement system.
- Invoices of note 2018: #431, Nancy Cowan, for Notary Public exam and licensing fees; #438, Postler & Jaeckle, for semi-annual HVAC maintenance.
- Invoices of note 2019: #9, Nancy Cowan, Digital Inclusion Summit.

6. Meetings and Events

- December 20 – Iron Library Team meeting
- January 5 – IPL Board Retreat
- January 7 – Department heads meeting
- January 8 – Organizational Development Committee conference call
- January 8 – Meeting with Supervisor Seeley
- January 9 – Employment interview
- January 10 – Iron Library team meeting
- January 10 – Building inspection with Dan Frye of Travelers Insurance.
- January 14 – Librarian meeting
- January 14 – Meeting with Supervisor Seeley and AARP
- January 15 – IPL Reference meeting

Terry Buford, Library Director

Katelin Pellet from the Causeway Grant. She is working on a cost estimate. We will talk more when the estimates come in. (Discussion followed). Motion to encumber funds up to \$5000 from the board designated fund for the design and production of the 2018 annual report and a template. Motion carried.

New Business:

- Assignment of each LRP Goal to a Board Committee for Monitoring (carryover from 1/5/19 Board Retreat).
- Plan to generate major milestones per Committee for IPL BOT Annual calendar (carryover from 1/5/19 Board Retreat).
- Discussion of expansion of Board committees (carryover from 1/5/19 Board Retreat).

Regarding the three points above, the board discussed long range goals and who is responsible for them. Sub goals were allocated out to committees.

Old Business:

Little Free Libraries Project – Discussion of ideas being considered to promote the Little Free Libraries Project. Collene feels we need to deliver by next month.

MCLS Trustee Meeting, January 30, 2019 – The agenda of who is doing what should be reviewed. The agenda will be re-sent to board members.

Topics Not Covered Elsewhere: Terri Dalton went to the Advocacy Task meeting. Information about Advocacy Day will be sent to the student rep's parents should the student rep's want to attend.

Board President's Remarks:

Adjournment: 8:50 pm

Respectfully submitted by,
Eileen Hayes-Power
For Board Secretary Tyler Kwolek