

Irondequoit Board of Trustees  
Monthly Meeting  
Minutes of February 20, 2019  
6:30 pm

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

**Approval of Agenda:** Approved as amended that student reps will report first.

**Election of 2019 Officers:** See approval of board minutes.

**Approval of Board Minutes:** Approved as adjusted that reelection of officers will be revisited in a special election in February or March.

**Attendance:**

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

**Guests:** Terry Buford, Director; David Seeley, Town Supervisor; Amy Holland, Children's Librarian; Craig Santiago, Teen Librarian; Alara Diker and Isabel Tilotson, Student Representatives.

**Public Forum:** None

**Reports as needed:**

**Strategic Planning Committee:** No report.

**Community Engagement Committee:** Isabel Tilotson reported that on February 14 the Eastridge Performing Arts Program held a Salsa Fiesta and taught salsa lessons. The Eastridge Library posted the February programs being held at the Irondequoit Library. The Eastridge Model UN will be at St. John Fisher on March 8 and 9. The LOTE club made gnomes and the GSA will meet on February 26 to discuss attending the black history meeting at Eastridge.

Copies of the CEC 2019 Work Plan were handed out to board members. There was a discussion about having a video tour of the library and the history of the library put on the website.

**Organizational Development Committee:** Craig Santiago presented a list of his responsibilities and activities as Teen Librarian to the board. There was a short discussion on how the board can help Craig attain his goals for the teens and the teen library. Contact information was exchanged with the student representatives to get their and their peers input on the library's teen programs. Dave Seeley suggested that Craig also collaborate with the recreation department on some teen programs. There was a discussion on how this collaboration could take place.

Copies of the ODC 2019 Work Plan were handed out to board members with an explanation of the plan given by Cicely.

**Technology Committee:** All board documents have been put on the Google Drive website for general sharing by the board members.

**Policy Committee:** Copies of the PC 2019 Work Plan and Charter were handed out to the board members with an explanation given by Terry Buford.

**Finance Committee, Vouchers Report, Financial Report:** Motion to approve the 2018 voucher list. Motion carried. Motion to approve the February 2019 vouchers list in the amount of \$25,885.49. Motion carried. Terry Buford explained to the board that the library was over budget for 2018 due to substitute personnel costs and unexpected building maintenance expenses. Dave Seeley offered the town's help in covering the overage.

Questions about the committee's Work Plans for 2019 will be addressed at the March meeting.

**Town Board Liaison Report:** Dave Seeley will be the town board liaison until a permanent liaison can be appointed. He thanked the student representatives for staying for the entire meeting. The town government is closing the books for 2018 and is under budget. They are anticipating a surplus for the year. The town is finishing the schematic design for the new Community Center and will be moving forward with it this year. Green and renewable energy initiatives are being made available in Irondequoit. The DPW garage will have solar panels on the roof. Community choice aggregation is being explored. It allows participants to procure an electric supply that is more stable, cheaper and 100 percent clean and renewable. Construction continues on the DPW facility. Increased parking, a dedicated road for the police, and more green space are planned for the town hall campus.

**Friends Liaison Report:** No report.

**Foundation Report:** No report.

**Director's Report:**

## 1. Library System New

- CARL/TLC has announced upcoming enhancements to the online catalog. Patron Recommendations or Suggest a Purchase should be available with the next release. User defined fields for patron registration and a paperless router accessible from any device are all on tap for the next release scheduled for mid-2019.

## 2. Town News

- AARP income tax preparation sessions are going smoothly. Many seniors in the library for this service are telling library staff that it is their first visit to the library building since it opened.
- On February 19 at 6:30 PM at the start of the Town Board meeting I will accept on behalf of the IPL team the Irondequoit Police Department's Making a Difference Award. They are presenting it in recognition of all the great collaboration and partnership experiences we

had with the IPD in 2018. They include hosting multiple Coffee with the Chief events, helping with the holiday toy drives for The Pirate Toy Fund and the Willow Domestic Violence Center, assistance with publicizing the town speed limit changes and participating in the planning and hosting of the IPD's Community Forum.

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

- ESOL have started on Wednesday evenings at 5:30. First class had many curious attendees.
- Annual inspection of fire detection and suppression systems being arranged by Fire Marshall.
- Water system backflow prevention inspection coming up in March.

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

- Interviews are ongoing for the Part-Time Library Clerk replacement. The part-time Library Assistant replacements cannot be hired until the Civil Service test scores are released.

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

- Financial report: Library will be over budget in 2018. There was a \$5,496 revenue shortfall and an \$11,305 in expenditures over budget. That means a negative impact on the Library Fund Balance currently at \$16,801. The main reason for being over budget was personnel. The Library was \$31,981 over in personnel, mainly due to going over budget on substitute employees, payouts for time banks to three retirees and scheduling other part-time employees for extra hours. The projected substitute employee salary overrun was noticed during 2019 budget talks and the budget for substitute employees was increased for 2019 to \$15,000. It was \$3200 in 2018. In other years, cost overruns in one area have been compensated for with spending cuts in other areas such as building maintenance. However, in 2018 the library went over budget in building maintenance by \$20,000 so this was not possible.
- Invoices of note: #47, Postler and Jaeckle, \$916 for plumbing repairs and drinking fountain maintenance; #56, Tri Co Door, repairs to main entrance sliding doors.

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

- January 17 – Meeting with Becky Piccone, Rochester General Hospital
- January 25 – Irondequoit Chamber of Commerce awards dinner
- January 28 – Digital Inclusion Summit, Geneva, NY
- January 30 – Causewave customer touchpoint meeting
- January 31 – Meeting with selected staff on Playaway collection
- February 1 - 5 – Out sick
- February 11 – Town department head meeting
- February 12 – Organizational development committee conference call
- February 13 – IPL Reference staff meeting

- February 15 – MCLS Legislator meeting at Brighton Library with Assemblywoman Romeo
- February 18 – IPL Staff meeting
- February 18 – IPL Librarian meeting

**New Business:**

Annual Report – The report came in under budget and was sent to the community engagement committee.

Review of Committee Charters, Accountability, Must Do Lists and Work Plans – An informal trustees meeting will be held on Monday, March 25 at 5:30 pm.

Video Tour of the Library – A date has been set and an ok is needed on the cost. The project shouldn't exceed 10 hours at \$30/hour. Motion made to allow up to \$400 to be taken from the trustee account unless in talking to the Friends or Foundation that they are interested in funding this project. Motion carried.

**Old Business:**

Little Free Libraries Project – Every address with a LFL will be invited to register with the town. The library can then supply them with books. We will invite them to tell us why they have a LFL in their yard. The LFL owners can write an essay about their LFLs and we could get Nate to make a video about the LFLs, perhaps in documentary style. We could engage the public with a contest, perhaps a bike tour/selfie picture at each LFL with a submission of the photos. Prizes would be awarded at a reception at the library with the LFL owners and prize winners. The town and the library could partner on building our own LFL with signage stating "For the biggest LFL of all visit Irondequoit Public Library."

Implementing a Process for Funding Requests - A print out of a plan was handed out to the board members. Revisions will be made to the plan and sent on.

**Topics Not Covered Elsewhere:** Terri Dalton gave kudos to Terry Buford for accepting on behalf of the library the Irondequoit Police Department's 'Making a Difference' Award.

**Board President's Remarks:** This was a hefty meeting. It is becoming clear how our path is going to work out. We need to draft a budget for each of the committee work plans.

Adjournment: 9:03 pm.

Respectively submitted by,

Eileen Hayes-Power

For Board Secretary Tyler Kwolek