

SEE MINUTES OF 1/15/2020 FOR AMENDMENTS

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

Call Meeting to Order: 6:32 pm

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

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

Public Forum: None.

Approval of Agenda: Approved

Approval of Board Minutes: February 2019 minutes approved with one abstention.

Election of 2019 Officers: Officers elected as follows:

President: Collene Burns

Vice President: Susan Kramarsky

Secretary: Terri Dalton

Treasurer: Tyler Kwolek

Reports as Needed:

Strategic Planning Committee: No report.

Community Engagement Committee: Alara reported on the student representative's trip to Albany for Advocacy Day. It was a great experience for them. The musical 'In the Heights' will be performed at Eastridge from March 21st to the 23rd. Spring sports have begun. The school library continues to advertise the teen programs for IPL. GSA will show the movie 'Boy Erased'. The representatives plan to meet with the principal to come up with a plan to promote more awareness of the Irondequoit Library.

Nick reported that tomorrow night is the opening night for the play 'The Addams Family' at Bishop Kearney High School. Nick met with Craig and Michelle on Monday and he has joined the Teen Advisory Board.

Terri and Susan met with Mark Anson on March 11. He is interested in more interactive communication. He accepted responsibility for having the library newsletter sent to him and he will disperse it to the schools. He discussed the possibility of bus service to the IPL.

Terri met with Amy Henderson to discuss many ideas such as a book club at the senior center. She also met with Renee Latorre, the Director of Advocacy in Consumer Affairs for Goodwill of the Finger Lakes. Ms. Latorre is happy to be the guest speaker for the staff meeting in June.

Rosa attended the Friends meeting on February 26th. The Friends are open to helping us with financing and would like us to recruit for the Friends.

Organizational Development Committee: The committee will meet next Thursday, March 28th.

Technology Committee: Tyler saw nothing in the IPL folder and would like to know if anyone is having trouble with it. He has scheduling the next 9 months of Technology meetings.

Policy Committee: The two part policy regarding 1: the staff use of social media and 2: the patron use of library social media was discussed. The language use of 'patron use of library social media' needs tweaking. A suggestion was made for a moderator for library social media sites. The language of the policy needs to be enforceable. Collene will go over the language of the policy and a revised copy will be sent out to board members for consideration.

Finance Committee, Vouchers Report, and Financial Report: The March voucher list was approved with one absenteeism. There was a discussion of the heating and cooling system in the library and its problems as well as the electronic door lock problems. The estimate on the doors for the Children's Room is \$5400. Two new cleaning people have been hired and the building is looking very good. The staff has some ideas for heading the collection in new directions. Can this be funded by the Foundation? This will be taken to the executive committee and they will make a recommendation.

Town Board Liaison Report: The town has closed its books for the year. The revenue picture is good and under budget. The transfer to the library fund was approved. There will be a Senior Health Expo on April 17 at Bishop Kearney from 9 am to 12 pm. The town does a senior mailing twice a year and invited the library to include content. The town is exploring purchasing street lights and converting them to LED lights. The police officers are now wearing body cameras. Throughout February and March Irondequoit school children have been visiting the Library, the Town Hall and the Police Department. Thanks was extended to the library for helping with and participating in that program.

Friends Liaison Report: No report.

Foundation Report: No report.

Director's Report:

1. Library System News

- CARL/TLC upgrade described earlier is happening Wednesday morning March 20.

2. Town News

- Fire systems inspections Thursday morning March 21. Fire Marshall Merrick working with Johnson Controls/Simplex-Grinnell hopes to have the disruptive portion of the testing completed before the library opens.
- IPL has taken the first steps with Town of Irondequoit Human resources to begin using the Town's Kronos timekeeping system for tracking of employee hours.

3. IPL News / Facilities

- Iron Library Team continues to meet and work on the employee manual revisions.
- The IPL Causewave team met with the Causewave personnel for our final meeting before work begins on improving our top ten touchpoints. To review: the team analyzed about 80 customer touchpoints in the library to see how well they performed and were aligned with organizational beliefs about library services. The list was whittled down to a top ten with, in the team's analysis, the most impact on customer satisfaction as well as the lowest performance. These big opportunities will be studied more closely and recommendations for improvement will be formulated.
- IPL Librarians meet once per month as does the entire reference staff. With labor shortages and escalating demands from customers we have been brainstorming ways to streamline operations, reduce the need for personnel while still delivering excellent service.
- Work on door, lock, alarm and HVAC issues continues.
- Currently troubleshooting intermittent issues with projection in two of the three large meeting rooms.
- Estimate for adding doors to Children's library now in.

4. IPL Personnel Report

- Part-time Library Clerk replacement has been chosen.
- Library Assistant Civil Service list has been issued by Monroe County. IPL can now begin the process of canvassing, interviewing and hiring to fill the three vacant part-time Library Assistant positions being carried.
- The one full time Library Assistant with a provisional appointment scored a 100 on the test and her appointment will become permanent.

5. Financial Report and Vouchers

- Financial report: The status of the 2019 budget is good. As of February 28, 16% of the year had elapsed. In revenue the library has collected 91% of projected revenue. The library has generated 19% of projected miscellaneous revenue, 13% of projected library charges and 33% of projected copier revenue. In expenses, 10.75% of the library budget has been expended. Salaries were at 16.8% and Operating expenses were at 4%.

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- Invoices of note: #65, Terry Buford, for one year of webhosting services from Bluehost.com; #68, Envisionware, One year of maintenance, e-commerce, licensing on Library Document Station; #72, Johnson Controls, for one year of fire and intrusion alarm monitoring; #79, Postler & Jaeckle, for HVAC and plumbing repairs.

6. Meetings and Events

- February 27 – Job Interview
- February 28 – Library tour for RCSD library personnel
- March 1 – 4 – Vacation
- March 6 – MCLS Director’s council meeting
- March 9 – Work Saturday
- March 12 – IPL Librarians meeting
- March 14 – Causewave meeting
- March 15 – IPL Acquisitions Team meeting

New Business: Sustainability Certificate Review Report from IPL Director/IPL Team. The Board decided to not pursue this certification at this time.

Old Business: Little Free Libraries Project Team Report – Amy started a work plan for the project. This plan was passed out to the board members. She would like to schedule a meeting to assign tasks to team members. Amy sent a message to Rick Pratt, the chain saw artist, about the possibility of constructing a Little Free Library that the IPL would oversee.

Topics Not Covered Elsewhere: None

Board President's Remarks: Call for Executive Session regarding the employment of a particular person.

Adjourned: 9:14 pm.

Respectively submitted by,

Eileen Hayes-Power

For Board Secretary Teresa Dalton