

SEE MINUTES OF 1/15/2020 FOR AMENDMENTS

Irondequoit Board of Trustees  
Monthly Meeting  
Minutes of April 17, 2019  
6:30 pm

**Call Meeting to Order:** 6:31 pm

**Approval of Agenda:** Approved

**Approval of Board Minutes:** Approved with 1 abstention.

**Attendance:** The next meeting will be on Wednesday, May 15<sup>th</sup>. Cicely is unable to attend.

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

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

**Public Forum:** None

**Reports as Needed:**

**Strategic Planning Committee:** Should this committee become the Executive Committee?  
This question will be discussed at the next meeting.

**Community Engagement Committee:**

Alara reported that the student reps had made the National Honor Roll and used their work with the library board as a reference.

The LFL team met on April 1 and included Amy, Terri Dalton, Susan, Erin Magee from DPW and Supervisor Seeley. It was decided that the LFL will be placed on the campus near the pioneer house since there is already electrical infrastructure there and the area gets a lot of traffic during the Farmer's Market and 4<sup>th</sup> of July fest. The DPW will be assisting with the installation to keep the cost down. Erin and Bob Kiley decided to go ahead with the exterior lighting. Amy has been working on a draft of a letter to send to LFL owners and hopes to have it sent out by the end of this month. We should put a deadline on responding so we have time to add entries to the database in time for the bike tour selfie contest. A photo contest for LFL owners will be held in lieu of the civic booster video. Erin Magee is ironing out the final details of the custom LFL build and should be submitting the invoice to the Town soon. We should start thinking about marketing the project; making a flier/graphic that can be used on the web and social media. The team will be meeting again on Monday, April 22<sup>nd</sup>.

Terri Dalton and Susan Met with Dr. Aaron Johnson, Superintendent of West Irondequoit Schools and Jeff DeVeronica, Communications Director on April 3. Dr. Johnson was very interested in the initiative of integrative services with the library. We sent him the teen rep job description and

other information as well as a copy of the article from the Post about the teen reps. We offered Dr. Johnson and his family a tour of the library.

Susan and Terri made follow-up contact with Amy Henderson and have rescheduled a meeting for April 26<sup>th</sup> with Gail Montean, "Partners in Reading for Seniors Coordinator" at Brighton Library.

Terri met with Arelis Aponte, an Irondequoit resident who volunteers and is treasurer for Puerto Ricans United in Distance. Arelis is very interested in building a relationship between the library and the Hispanic/Latino community. She will be sending her clients to our ESOL program. The video of the library tour was completed on March 24<sup>th</sup>. Arthur Bond, videographer, believes he will have the video ready for first editing by April 29<sup>th</sup>. He will submit an invoice at that time which will reflect the number of hours worked.

A Penfield Trustee expressed was impressed that all but one of our Trustees was present for the March 25<sup>th</sup> informal gathering of Trustees at our library.

**Organizational Development Committee:** Cicely met with Causewave and shared ideas about the annual report. An 8 page report was decided on as well as a distilled version of 1 page to be used for brochures. Some graphics will be pulled out of the report to be used in emails, reports, etc. Causeway offered direction for showing our 'personality' in the report as well. The report should be complete and delivered by the end of June.

Library will use the newly released civil service list for new library assistant hires. We will hire an intern as a 90 day temp and have been using substitutes heavily.

We have filled a part time clerk vacancy. Motion to hire Claire Ladelia's as a permanent part time library clerk. Approved.

**Technology Committee:** No report.

**Policy Committee:** Feedback needs to be sent to Terry by next month.

**Finance Committee, Vouchers Report, Financial Report:** Motion to approve vouchers. Motion carried. A handout on the Draft Process for Tracking Funds Requests was passed out to board members. Tyler went over it with the board members and a discussion followed.

Motion to pay up to \$350 for the library tour video. Motion carried.

Tyler has volunteered to combine the original funding request document and the 2<sup>nd</sup> funding request document. Michelle has volunteered to think about a rubric.

#### **Director's Report:**

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

- Mayor Warren's Racial Equity & Leadership Team has announced a partnership with the St. Joseph's Neighborhood Center's Racial Equity & Justice Initiative and has invited MCLS to create a team of member library personnel to participate in a 2-year program on racial equity and inclusion for area organizations that would explore structural racism and inclusion. MCLS recently polled members and there seems to be

a high enough level of interest among the staff of member libraries including IPL to move ahead with forming this team and participating in the program.

## **2. Town News**

- Alarm and extinguisher tests by Johnson Controls are complete. The Fire Marshall installed signs over library fire extinguishers to make them easier to locate.

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

- Iron Library Team continues to meet and work on the employee manual revisions.
- IPL Librarians will begin conducting a series of experiments in staffing to explore ways of streamlining public service points and reducing staffing needs at times when the library is less busy.
- Backflow prevention inspection for Monroe County Water Authority completed.
- Door lock manufacturer, alarm company and software company working together to resolve locking issues at no charge to the library. Malfunctioning door locks are scheduled to be replaced Tuesday, April 16.
- Large meeting room projection issues resolved after repairs by Fusion Digital.

## **4. IPL Personnel Report**

- Job interviews for the part-time Library Assistant begin Tuesday, April 16. All interested person with scored of 100 will be interviewed by April 25.
- Of the 34 people who scored 100 on the Library Assistant exam only 7 have asked to be interviewed for the vacancies here.

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

- Financial report: 25% of the year had elapsed as of March 31. In anticipated revenue from library operations the library had collected 30% of miscellaneous income, 26% of library charges and 48% of copier receipts. In expenditures the library has spent 24% of salaries, 12% of contractual expenses. Total expenditures were at 16% with no building finance expenditures yet for the year.
- Invoices of note: #103, Insights2Improvement, DISC assessment workshop, follow ups and weekly emails to all employees, \$1,840. #110, Postler & Jaeckle, HVAC rooftop unit replacement under warranty and associated service calls.

## **6. Meetings and Events**

- March 24 – Library tour video shoot
- March 25 – MCLS trustee meeting
- March 28 – Organizational Development Committee conference call

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- April 3 – MCLD Director’s Council meeting
- April 4 – L. Koroma – 2 meetings
- April 8 – Town of Irondequoit Department Head meeting
- April 8 – IPL Acquisitions Team meeting
- April 8 – IPL Management Team meeting
- April 9 – L. Koroma

**Town Board Liaison Report:** Bob Kiley, DPW Commissioner, will be coming to the meeting next month. The Senior Health Fair was held today with Mary Joyce representing the Friends of the Library. Irondequoit has been designated by The Autism Council of Rochester as an Autism Friendly Community. Bonds have been sold for the library and now the interest rate is locked in and the annual costs of the building much more stable. There will be a July referendum vote for the community center.

**New Business:** None

**Old Business:** 2018 IPL Annual Report – covered in the Organizational Development Committee.

**Topics Not Covered Elsewhere:** None.

**Board President's Remarks:** Motion to adjourn to an executive session to discuss the employment of a particular person or persons. Motion carried.

Adjournment:

Respectively submitted by,  
Eileen Hayes-Power

For Board Secretary Terri Dalton