

SEE MINUTES OF 1/15/2020 FOR AMENDMENTS

Irondequoit Board of Trustees
Monthly Meeting
Minutes of May 15, 2019
6:30 pm

Call Meeting to Order: 6:30 pm

Approval of Agenda: Approved

Approval of Board Minutes: Approved

Public Forum (3 Minutes per Person): None

Attendance: The next board meeting will be on Wednesday, June 19, 2019. All members are able to attend.

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

Guests: Terry Buford, Library Director; David Seeley, Town Supervisor; Amy Holland, Children's Librarian, Robert Kiley, Irondequoit Commissioner of Public Works

Reports as Needed:

Strategic Planning Committee: The Strategic Planning Committee will be made into an Executive Committee. Susan reported on the bylaws regarding establishing an executive committee. Motion made to disband the Strategic Planning Committee and form an Executive Committee of the board which includes the president, the vice president, the treasurer, and the secretary. Motion carried.

Community Engagement Committee: Student Representative Report: No report.
Little Free Libraries Project Team Report: a postcard was sent out to the known LFL owners as well as social media posts. Sixteen people have registered in response. The unveiling ceremony will be discussed at the next meeting. In-process pictures will be sent if available. DPW is working on an interactive map for public engagement. Discussion has started about prizes and the process for getting free books to the participants. 2 more meetings have been scheduled.

The CEC met on Monday and discussed the next steps for school community focus, i.e., what can the library offer to the schools and what they might be looking for. East

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Irondequoit students feel that the library is too far to get to. We are focusing on recruiting a representative from the West Irondequoit District for the fall although Nick will be at IHS in the fall. Our focus is also on outreach to seniors. We met with other libraries doing elder outreach programs. Amy Henderson will set up something in IPL. A discussion followed on alternatives to the term seniors'. Progress is being made on the language collection.

Terri set up an MCLS informal meeting at Penfield library which will be held on either August 6 or 8.

There was a question regarding the speaker at the staff training session in June. Will it be someone from the Autism Association? Terry will look into this.

The CEC looked over their goals and priority items and feel the committee is doing well.

Organizational Development Committee: The committee met with Causewave, who presented them with annual report design ideas and allowed them to choose which elements they liked best. It is hoped that the project will be done by the end of June.

Technology Committee: Terry explained the Makers Lab equipment purchases. Tyler will send that on to the members.

Policy Committee: Collene sent out some suggest wording for the proposed Social Media Policy. There will be a final review and vote at the June meeting.

Motion made to approve the collection development and donation policies. Motion carried.

Finance Committee, Vouchers Report, Financial Report:

Building Maintenance Report – Robert Kiley, Irondequoit Commissioner of Public Works in attendance to discuss process for partnership between IPL Board and Public Works on ongoing maintenance issues.

Terry and Bob met on May 14 and discussed an agreement to transfer some maintenance responsibilities to the DPW. Bob explained how the DPW works, what it covers, and how it is budgeted. He also explained the work order system for responding to issues, i.e., high priority vs low priority issues. Collene spoke on the goal of a cooperation between the IPL and the DPW. The library's maintenance budget has already been established for 2019 so the goal would be to transfer library maintenance to the PPW in 2020.

May voucher list: approved.

Funding Requests - Review of Funding Request Workflow and Funding Request Scoring Rubric. Tyler went over the Funding Request Details report with the members and Michelle went over the IPL Funding Request Rubric. Discussion followed. Terry will share the packet of funding request information with the library team.

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All of the following were reviewed in relation to where they fall in the Funding Request Overview and the Rubric:

- Door to Children's Library
- Collection Enhancements to Teen Collection; vote to be taken in June
- Little Free Library; vote to be taken in June
- New Item: hold fee waiver for patrons unable to pay the current fee for materials transported through MCLS

Director's Report:

1. Library System News

- NYS Library construction grant funds for Monroe County reduced to \$566,135 for 2020 down from the all-time high of \$1,300,000 in 2019.
- Betsy Gilbert, longtime director of the Fairport Public Library is retiring. They have announced the hiring of Carl Gouveia, director of the Seymour Library in Brockport as her replacement.

2. Town News

- Multiple Saturday events using town hall campus parking lot have gone smoothly with no parking or congestion issues reported.
- Received documentation from town HR department concerning our responsibilities to employees on election and primary days. We are now obligated to allow employees who need it to take up to three hours off at the start or end of their day to vote.
- IPD active shooter training for public here at library Thursday, May 9.
- Town board information session on proposed Community Center on Thursday, May 9 at town hall.

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.
- Meeting with DPW Commissioner Kiley to discuss library building maintenance.
- Smoking or vaping within 100 yards of a public library building entrance or outdoor area banned by NYS health Department beginning June 19, 2019.

4. IPL Personnel Report

- Job interviews for the part-time Library Assistant completed. Currently contacting and discussing schedules with outstanding candidates.

5. Financial Report and Vouchers

- Financial report: As of April 30, 33% of the year had elapsed. At that time library revenue stood at 92.51% with library generated revenue as follows: library charges 33.15%, miscellaneous income 1.36% and copier receipts 62.77%. Library expenses were at 42.75% as the debt service for the year has been expended. Salaries were at 31.76% and contractual expense were at 17.88%.
- Invoices of note: #131, Envisionware, for upgrades to hard ware and software for the Library Document Station; #137, MCLS, for member library cost share and UMC Collection services.

6. Meetings and Events

- April 24 – Town Sexual harassment prevention training
- April 25 – Irondequoit Art Club art show reception
- May 3 – IPL Librarian meeting
- May 3 – Little Free Libraries project meeting
- May 6 – Little Free Libraries project meeting
- May 7 – IPL Acquisitions team meeting
- May 7 – Causewave annual report design meeting
- May 9 – Town board community center informational workshop
- May 10 – Little Free Libraries meeting
- May 11 – Work Saturday
- May 13 – Town department head meeting
- May 13 – IPL Acquisitions team meeting
- May 14 – Meeting with DPW Commissioner Kiley

Town Board Liaison Report: On May 16th the town will be announcing the final plans for the Community Center; the town vote will take place on July 30th. Before and after pictures will be available. The town is in the process of incorporating inclusive recreation into our recreation programs. The Farmer's market starts at the end of May. Much of the town government's activity in the last month has been geared toward the flooding. The National Guard will assist in the flood control efforts. The boat launch has had to be closed for most of the boating season due to the flooding. A new police captain has been named; he is Alan Laird.

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Friends Liaison Report: No report. Terri was told that Chris would prefer no participation by the board of trustees at the friends meeting until further notice.

Foundation Report: No report.

New Business: Committee Structure and Open Meeting Rules – covered in the Strategic Planning Committee Report.

Old Business: None

Topics Not Covered Elsewhere: The video of the library tour is finished and on YouTube. It was great working with Arthur Bond (Amy Holland's husband).

Terri is on the selection committee for Sally Snow's replacement. Sally is an MCLS Assistant Director.

A Financial Disclosure Document will be sent out to the board by Tyler and Terri.

Board President's Remarks: Motion move to Executive Session to discuss the employment of a person or persons. Motion carried.

Adjournment: Meeting adjourned 9:20 pm.

Respectively submitted by,
Eileen Hayes-Power
For Board Secretary Terri Dalton