

SEE MINUTES OF 1/15/2020 FOR AMENDMENTS

Irondequoit Board of Trustees  
Monthly Meeting  
Minutes of June 19, 2019  
6:30 pm

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

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

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

**Attendance:** The next board meeting will be on Wednesday, July 31.

**Approval of Agenda:** Approved

**Approval of Board Minutes:** One correction needed. Approved as amended with one abstention.

**Public Forum (3 Minutes per Person):** None

**Reports as Needed:**

**Community Engagement Committee**

Student Representative Report: Nick – no report; Isabel – no report.

Little Free Libraries Project Team Report: The flyer for the unveiling ceremony for the LFL on the Town campus was handed out to the members. The unveiling ceremony will be held on Thursday, June 27 at 5:00 pm.

Committee Report: Met with Amy Henderson, Craig Marasco and Matt Krueger in the later part of May, 2019 to better understand how the library could better assist patrons at the teen, children and adult levels. Craig has reached out to the school librarians in Irondequoit with a very positive response. A meeting will be held at our library with these librarians hosted by Craig on August 12, 2019 to discuss collaboration with the library and the schools. Susan met with Amy Henderson and then we met with Matt Krueger. Further progress on the actions identified in our 2019 plan will be prioritized in coordination with ongoing tasks in the children's and adult divisions.

**Finance committee, Vouchers Report, Financial Report**

Motion made to approve vouchers. Motion carried.

Building Maintenance Report: The cleaners are doing an excellent job. Both staff and patrons have noticed the difference.

Funding Requests:

-Review of Funding Request Workflow and Funding Request Scoring Rubric: the board will consider ideas, decide on whether to fund them or not and where the funding will come from.

-Door to Children's Library: Exploring options and alternatives -

Collection enhancements: Why is this separate from materials budget?

-Little Free Library: Covered in Community Engagement.

-New Item: Hold fee waiver for patrons unable to pay the current fee for materials transported through MCLS: This needs to be fleshed out a little bit more and made into a more broad proposal.

**Organizational Development Committee**

IPL 2018 Annual Report: A color mock-up of the annual report was handed out to members.

Three new library assistants have been hired. They are Lisa Buda, Alexis Lawrence and Shelley Wade. Motion made to approve the hiring of the new library assistants effective June 3. Motion carried.

NYLA is starting to develop a Library Leaders program. An announcement of the program was posted on the eportal for the employees.

There will be a staff training day on June 28. ABVI and the Autism Council will present to the staff.

**Technology Committee:** No report.

**Policy Committee**

Social Media Policy: Collene contributed language that was incorporated into the policy about what employees could and could not do on social media. Motion made to approve IPL employee social media policy. Motion carried. Motion made to approve IPL patron social media policy. Discussion followed. Motion carried.

**Executive Committee**

The committee met on Memorial Day. Different funding requests are at different stages. The Little Free Library is the furthest along. Expenditures for the project will be forwarded to the Foundation.

**Director's Report**

**1. Library System News**

- Carl Gouveia, former director of the Seymour Library in Brockport has now started as the new director in Fairport. Brockport is now looking for a new director.

**2. Town News**

- The tent for the 4<sup>th</sup> of July events on campus will go up on Wednesday, June 26.
- Library closed July 3 and 4.

**3. IPL News / Facilities**

- Iron Library Team continues to meet and work on the employee manual revisions.
- Working out the details for handing over regular and emergency maintenance of the library building to DPW.
- Staff meeting Friday, June 28 will feature two staff trainings, one from the Autism Council and one from the Association for the Blind and Visually Impaired.
- Library summer hours commence Saturday, July 6. Summer hours are Saturdays 10-1 and Sundays closed. Regular hours restart Saturday, September 7.

**4. IPL Personnel Report**

- All vacant Library Assistant positions filled. One part-time Library Clerk has resigned. We are currently interviewing for a replacement.

**5. Financial Report and Vouchers**

- Financial report: As of May 31, 41.36% of the year had elapsed. At that time library revenue stood at 96.23% with library generated revenue as follows: library charges 39.77%, miscellaneous income 50.77% and copier receipts 72.27%. Library expenses were at 47.93% as the debt service for the year has been expended. Salaries were at 39.13% and contractual (operating) expense were at 23.66%.
- Invoices of note: #156, Bison Elevator, for periodic maintenance and safety check; #165, Frontier Glass, for periodic maintenance of meeting room walls; #168, Logical controls, for repairs to HVAC communications system.

**6. Meetings and Events**

- May 16 – Iron Library team meeting
- May 22 – Little Free Library Team meeting
- May 22 – Speech to Rotary Club, What’s new at the Library
- June 4 – Little Free Library Team meeting
- June 5 – MCLS Directors council meeting
- June 11 – Town department heads meeting
- June 12 – Meeting with Nate Stone on future office machine needs
- June 12 – Meeting with town HR Director J. Vinette
- June 14 – IPL Acquisitions meeting

**Town Board Liaison Report**

The town is planning for the upcoming vote on July 30<sup>th</sup> for the new community center.

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Absentee ballots are being issued and information is being mailed out to residents. There is a FAQ sheet available at the library. The town has signed an agreement with Greenlight. They are renting 20 square feet to host a server for their broader infrastructure. In return they will provide free internet access to the town facilities. The new system should be in place by the fall. A new assessor has been hired. Her name is Amy Gorstau. Paving will continue on the remainder of the Town Hall campus. Dave is on the local census commission. It is important for Irondequoit to get an accurate accounting. Dave is working with other town supervisors and the MCLS to encourage citizens to fill out their census forms. The town is working with Heritage Christian Services on an employment initiative for graduating seniors with high functioning disabilities. The Town passed a resolution to create an inclusive recreation program.

**Friends Liaison Report:** No report.

**Foundation Report:** No report.

**New Business:** None

**Old Business:** None

**Topics Not Covered Elsewhere:** The date of Tuesday, August 6<sup>th</sup> has been solidified for the informal meeting of MCLS. The meeting will be in Penfield. Sherri Johnson, the Executive Director of the Monroe County School Board Association will speak.

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

**Adjournment:**

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