

SEE MINUTES OF 1/15/2020 FOR AMENDMENTS

Irondequoit Board of Trustees
Monthly Meeting
Minutes of July 31, 2019
6:30 pm

Call Meeting to Order: 6:30 pm

Approval of Agenda: Approved

Approval of Board Minutes: Misspelling of Isabelle Tillotson's name noted. Approved with notation.

Attendance: Michelle Beechey was unable to attend this month's meeting. The next meeting will be held on Wednesday, August 21, 2019.

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

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

Public Forum: None

Reports as needed:

Community Engagement Committee:

Student Representative Report: Nick applied for a job at the library and noted the pride flags with appreciation.

Little Free Libraries Project Team Report: The unveiling went smoothly; there was a good turnout and a nice article in the Irondequoit Post. Amy emailed Bob regarding signage for the LFL. The celebration is scheduled for October 5th. A 'bike bookmobile' has been reserved for that week and we will be restocking LFL's around town by bike. (Insurance policies will be checked regarding staff members riding bikes during library time.) A feature and picture was submitted to NYLA Members on the Move. The interactive map is nearly done; it needs to be in place before we can advertise the contest. A flyer will be posted on social media.

The date for the Informal Meeting of the Trustees of the Member Libraries has been changed from August 6th to August 12th. Area school representatives have been invited to the LFL celebration.

Finance Committee, Vouchers Report, and Financial Report: Motion made to approve vouchers. Motion carried.

Building Maintenance Report: We have commenced with painting and patching in the library. There are no more electronic door lock issues. The HVAC is working well.

Funding Requests: Door to the children's library – we are expecting a quote any day. We will try to have it by the next board meeting. The original quote was \$7000.

Collection Enhancements Funding – We would like to finance three new collections all at once so the shelves can be filled immediately. (We need a more detailed budget and explanation of what the collections are for the funding committee.)

Bibliotheca Maintenance Agreement – The Foundation has always picked up the annual maintenance agreement cost. (Next year we need to plan for this in our budget as a normal operation of the library.)

Organization Development Committee: We received the final draft of the annual report. We need a 'shout out' area in the report for when a thank you is called for. It is recommended we change the picture labeled 'long range plan'. We need a picture more reflective of the library's message. The report will go to press in three weeks.

Technology Committee: No report.

Policy Committee: No report.

Executive Committee: No report.

Director's Report: Terry announced he will be retiring at the end of October. Collene expressed how very appreciative we are of Terry's service to the library and noted that Terry has a strong preference for a low key celebration of his service.

The library extended its hours to become a 'cooling station' during the excessively hot weather.

1. Library System News

- RPL and MCLS are working on an agreement that would bring the Hoopla service to all of MCLS. Hoopla is a multimedia download service that offers movies, TV shows,

ebooks, audiobooks and music for library system members to use in any location with internet access.

3. Town News

- Town of Irondequoit Comptroller and enthusiastic library supporter Annie Sealy has announced her retirement will take place at the end of October.

4. IPL News / Facilities

- Our thanks to Investigator Andrew Wigton of the Irondequoit Police Department for tracking down the person making harassing phone calls to library.
- Library elevator had electrical issue for a few days running. Electrical power to the elevator had to be stopped and restarted to reset electronic controls. Problem repaired by Bison Elevator. No patrons were trapped in the elevator or on the 2nd floor on any of the affected days.
- Electronic door lock issues appear to be resolved. One last mechanical repair remains to be completed.
- The 2020 budget kickoff meeting was held Thursday, July 25. Below is the timeline for Library Board actions on the 2020 budget.
- Proposed budget submission: The Library Board's 2020 budget proposal is due in to the Comptroller by Tuesday, September 10
- Department meeting with Supervisor Seeley, Comptroller and HR Director: Tuesday, September 17, 9:30 am. Director and Finance Committee members should attend.
- Budget workshop with Town Board: Tuesday, October 22, 5:30 pm. Director and Library Board should attend.
- Public Hearing held by Town Board, open to the public for comment on preliminary budget: Thursday, November 7, 7:35 pm. Director and Library Board should attend.
- Public adoption of 2020 budget at Town Board meeting. Tuesday, November 19, 7:00 pm.

5. IPL Personnel Report

- The library currently has one part-time Library Assistant vacancy due to the departure of Nicole Darrow who was a student intern and then temporary part-time Library Assistant.
- We have two part-time clerk positions vacant due to the resignations of Thia Harris and Bridget Collins. Bridget is beginning her career as a full-time school librarian.

6. Financial Report and Vouchers

- Financial report: As of June 30, 2019, 50% of the fiscal year had elapsed. On the revenue side of the budget the library had collected 96% of projected revenue. Breaking that down the library collected 60% of projected miscellaneous income, 43% of library charges and 85% of miscellaneous income. On the expenditures side the library had expended 55% of the total budget by June 30. Salaries expenditures were at 47%, principal and interest on debt was at 100% and contractual expenses were at 37%.
- Invoices of note: #186, Bison Elevator, for periodic maintenance and elevator repair after electrical failure; #192, Demco Software, for room reservation and event calendaring system; #193, Envisionware, annual fees for mobile printing and payware subscription; #196, Fusion Digital, for VMware and backup annual subscription fees.

Town Board Liaison Report: The Community Center referendum passed and the town is ready to move forward immediately. RFP's were submitted today and construction will begin in January. The town is trying to get leasing signed for senior housing. Annie Sealy, the town comptroller will be retiring in the fall. The energy program will be moving forward and an administrator will be named. There is a state initiative for shore projects in regard to the flooding.

The DPW is almost done; the floors have been poured. Katrina Hall will head the town recreation program. (Collene would like to see the library coordinate with the new community center.) Amy Holland was given the Staff Spotlight award to recognize her work on the Little Free Libraries. The former McGraw Library is to be sold for retail space. Dave thanked the library on behalf of Joe Morelle for hosting his gun control meeting on Monday, July 29th.

Friends Liaison Report: As done in the past, The Friends hosted a breakfast at the library staff training day on June 28th. The staff was very appreciative. Teri attended this training and will report on this event next month. This gave Teri an opportunity to chat with Chris and Kathy and get caught up.

The Friends had a table at the town's 4th of July celebration. They did well talking to people and added two volunteers to the list and a possible one for the board. They sold almost \$200 worth of books which is more than all of the vendors around them. The Friends will participate in the next community garage sale in October.

The Friends also awarded the 2nd annual Friends scholarship to Chase Miller, a staff member.

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There were two submissions and Craig says that there are 4 potential candidates for next year. The Friends are pleased to announce a major fund raiser on Saturday, October 19th. A production of "Love Letters" with our own Collene Burns and Dave Seeley. Volunteers are welcome.

Foundation Report: No report.

New Business: Adam Traub has been selected as the new associate director of MCLS.

Old Business: None

Topics Not Covered Elsewhere: None

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