

SEE MINUTES OF 1/15/2020 FOR AMENDMENTS

Irondequoit Board of Trustees  
Monthly Meeting  
Minutes of August 21, 2019  
6:30 pm

**Call Meeting to Order:** 6:32 pm

**Approval of Agenda:** Approved

**Approval of Board Minutes:**

July 31<sup>st</sup> -- Approved (2 abstentions – CSR, MB)

August 14<sup>th</sup> -- Approved (2 abstentions -- TK, CSR)

**Public Forum:** None

**Attendance:** Next meeting September 18, 2019. All able to attend.

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

**Guests:** Terry Buford, Director; David Seeley, Town Supervisor; Amy Holland, Children's Librarian; Nick Mott, Student Representative; Alara Diker, Student Representative

**Reports as needed**

**Community Engagement Committee Student Representative Report:**

Nick Mott – was hired as a page at IPL

School starts Sept 4th/5th, sports have started

Committee might make a pitch to BK again since Nick is moving to West Irondequoit Schools.

**Informal MCLS Trustees Mtg:**

About 20 people in attendance. Presentation from Sherry Johnson. Received resources and ideas for how to make MCLS trustee members more cohesive. Will try to come up with mission statement so goal of group is clear.

**Little Free Libraries Project Team Report:**

Still waiting on link to LFL map. Erin said she was hoping to have a link to review by last Friday (8/16), but haven't heard anything yet. Need that piece to be in place before contest advertising kicks into high gear.

See draft flier – ready to go out once we have that link. Feel free to suggest any changes.

SEE MINUTES OF 1/15/2020 FOR AMENDMENTS

Need to make some updates to website – making sure contest info rules are clear and complete. Will make sure this is done before flier goes out.

LFL Celebration – Terri D. and I have been discussing timing. We'll probably go with 1-2ish for the program/awards ceremony, and then 2-3 for the reception. Date is Saturday, October 5<sup>th</sup>.

I have an email out to Central administration about the insurance concerns for BBB. The person I emailed is going to check and will get back to me.

Have an email out to Dustin about creating some explanatory signage for the custom LFL. He could make something that would matching the rustic vibe of the structure.

**Finance Committee:**

Interim voucher report – speeds up end of the year closeout process.

Motion to have interim vouchers in the months of October and November signed by the treasurer and subsequently approved by the board: Approved.

August vouchers list:

Elevator maintenance and repair

Johnson Controls – visits for March through July for troubleshooting doors

Bibliotheca maintenance agreement – will be accounted for in regular budget rather than relying on Foundation to cover it.

Motion to approve vouchers: Approved (1 abstention – SK)

Building maintenance report highlights: nothing to report, except summer help is working with maintenance staff on repainting upstairs meeting rooms.

Funding requests:

Doors on Children's Library:

Estimate for doors that match and are accessible: \$11,456. Executive committee will select some proposed funders (Foundation), if supplement is needed, take a look at library budget.

Partner with director, IPL maintenance team (Bob), chair of finance committee will be the Library Board champion who'll keep an eye on process. Member item from then Assemblyman Morelle could be another backup source of money.

Motion to approve the request to the IPL Foundation in an amount not to exceed \$12,000 for the purpose of installing accessible doors on the Children's Library entrance:  
Approved.

Expansion of collections:

Multilingual J book collection: \$5,000. Go to Friends first – speaks to their mission. Ask them about doing community partnerships around this initiative. Also partner with J librarians, community engagement committee. Rosa and Michelle will be board champions who'll interface with the Friends. Rosa will go to their next meeting.

SEE MINUTES OF 1/15/2020 FOR AMENDMENTS

Motion to approve the request to the IPL Friends in an amount not to exceed 5000 for the purpose of building and launching a multilingual children's materials collection:  
Approved.

Children and Teen Playaway collection:

Executive committee requests that staff see if they can work within current materials budget.

Nintendo Switch collection:

\$2,000. Strictly for the games people would borrow. Board requested info on who is asking for these games. That'll inform who they should ask for the funding.

Financial report:

As of July 31, 58% of the year had elapsed. On the revenue side of the library budget the library had collected 97% of expected revenue. Library generated revenue stands at Library Charges 50%, Miscellaneous 75% and Copier receipts 97%. On the expense side of the budget, library spending was at 60.5% with salaries at 54%, contractual expenses at 42.5%.

### **Organizational Development Committee**

Last round of edits on annual report. Collene asked if there's a deadline for completion. Board agrees that Cicely has final approval on behalf of the board. Rosa suggested having an online version in several different languages. Figure out which languages, ask Causewave for estimate.

Transition plans for new board members – onboarding info. Would also apply to new director. Also: Susan has handbook for new directors from NYLA.

Tracking LRP goals, on track with progress.

Will be looking at planning 2020 retreat.

2019 staff training day:

1. ABVI Presentation
  - a. Demonstrations from JAWS(Job Access with Sound), ZoomText, and other assistive technologies
  - b. See attached handout regarding Human Guide for the blind and visually impaired.  
Received demonstration and info from person who is blind, which was very helpful.
2. Autism Council of Rochester Presentation
  - a. Presenter: Lawana Jones, has adult daughter with autism. Again, it was helpful to hear from someone who has direct connection to the community.
  - b. Town of Irondequoit is designated as Autism friendly, as well as the library as staff are now trained.

SEE MINUTES OF 1/15/2020 FOR AMENDMENTS

- c. Looking into getting sensory bags to check out/use in the library and autism friendly story times. Have been in contact with Lawana about IPL partnering with Autism Council to launch this program, although it will likely be on the back burner until LFL celebration has wrapped.

### **Technology committee**

No updates

### **Policy committee**

Will review policies for next meeting.

### **Executive committee**

Discussion on teleconferencing into meetings – how to approach? Whenever people want/need to? Whenever there's a sincere need? No teleconferencing? Terry: can votes be cast by people who aren't at the meeting? Collene talked with people who are versed in the relevant laws, opinion seems to be that it's allowable/up to the board. Dave – if videoconferencing is used, you have to let the public know that's the case. Board would have to agree to prior notice period so absent person could have all materials in front of them. Make sure there's still a quorum. Terri will call Patty Uttaro and ask her thoughts on teleconferencing. Rosa raised the point that teleconferencing would help people with disabilities participate in board mtgs. Is this something board wants to offer/memorialize in bylaws? Further discussion at September meeting. Interim conversation via email. Alara: might also be helpful for student reps – would be helpful for kids in sports who otherwise might not be able to participate.

### **Director's report**

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

- I will again be contributing to the library system by serving on the committee that reviews library construction grant applications. Our team of MCLS Directors will review the applications looking for compliance with the grant regulations as well as completeness of the application and supporting documents.

#### **2. Town News**

- Patrons happy with the slowly improving parking situation on campus as the DPW moves to a new facility.

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

- All is well with building maintenance, locks, alarms and HVAC.
- 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

SEE MINUTES OF 1/15/2020 FOR AMENDMENTS

- 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.

#### **4. IPL Personnel Report**

- Currently interviewing to fill our two part-time Library Clerk vacancies and our one parttime Library Assistant vacancy.

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

- Financial report: as of July 31, 58% of the year had elapsed. On the revenue side of the library budget the library had collected 97% of expected revenue. Library generated revenue stands at Library Charges 50%, Miscellaneous 75% and Copier receipts 97%. On the expense side of the budget, library spending was at 60.5% with salaries at 54%, contractual expenses at 42.5%.
- Invoices of note: #224, Bison Elevator, for periodic maintenance and weekend electrical failure; #232, Johnson Controls, for work on door locks from March through July 2019.

#### **6. Meetings and Events**

- August 1 – Work Saturday
- August 2 – IPL Acquisitions Team meeting
- August 6 – Exam proctoring
- August 7 – Friends of the IPL Scholarship presentation
- August 8 – Organizational Development Committee conference call
- August 15 – IPL Acquisitions Team meeting

#### **Town board liaison, Dave Seeley reporting**

Starting to put 2020 budget together.

Starting planning process for Rec Center – Christa Construction. More challenging than library since working with existing space.

Continuing to work with REDI Commission and shoreline resiliency grants program.

SEE MINUTES OF 1/15/2020 FOR AMENDMENTS

Voting to move forward with community choice aggregation – green energy initiative. Procure fixed electricity supply cost (with Pittsford, Brighton). Helping to cultivate demand for clean energy. Started search for new comptroller, hope to appoint new person in September

**Friends liaison report**

7pm Oct 19<sup>th</sup>, “Love Letters” with Collene Burns and Dave Seeley

**Foundation**

No report

**New business**

2020 holidays and closed dates. Don't have to vote tonight; vote in October. Good Friday – very specific religious holiday, is it appropriate for a paid holiday? More appropriate as floating holiday? Many organizations are moving towards more inclusive holiday recognition. Columbus Day – rename as Indigenous People's Day? Board will look at calendar, review notes from last year so discussion can happen at next meeting. Does NYLA publish best practices regarding holidays?

**Old business:**

**Topics not covered elsewhere:**

Motion to adjourn to executive session to discuss the employment of a person or persons – approved.

Meeting adjourned 8:45 PM

Respectively submitted by,

Amy Holland

For Board Secretary Terri Dalton