

Irondequoit Board of Trustees  
Monthly Meeting  
Minutes of September 18, 2019  
6:30 pm

**Call Meeting to Order:** 6:33 pm

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

**Guests:** Terry Buford, Library Director; Amy Holland, Children's Librarian; Alara Diker, Isabel Tilotson, and Nick Mott, Student Representatives.

**Approval of Agenda:** Approved.

**Approval of Board Minutes:** Minutes of September 11, 2019 special meeting of the board of trustees approved with one abstention and Tyler Kwolek not present at the moment.  
Minutes of August 21, 2019 approved with one abstention and Tyler Kwolek not present at the moment.

**Public Forum:** None

**Attendance:** The next meeting will be held on Wednesday, October 16 at 6:30 pm. Tyler Kwolek will be unable to attend.

**Reports as Needed:**

**Community Engagement Committee:**

Student Representative's Report: Nick started at Irondequoit High School and things are going well. The first GSA meeting will be held on September 19<sup>th</sup>.

Alara is a member of the Varsity Club; the club is busy planning events.

Isabel is president of the GSA at Eastridge; they held a meeting earlier this week and will be returning to the library for more events this year. The council continues to post the Irondequoit Library's events. Heritage month will be held in September or October; one of the events will be salsa dancing. It will be open to the public.

The National Honor Society met yesterday. Isabel and Alara's Individual Service Project will be their work as student representatives on the library board.

Little Free Libraries Project Team Report: An interactive map of the LFL locations is being worked on. The celebration on October 5 is being publicized in the newsletter, social media, and posters. The student representatives will help with publication of the event through the schools. Teri Dalton and Amy Holland will plan and coordinate the actual event and Terry Buford will emcee the event. Entries with pictures and essays have been coming in from LFL owners.

Teri Dalton's Report: The key highlights of our meeting were trying to get Teens here by bus and its related costs, creating a tutoring program, and adding multilingual books to the collection to reflect the

student's backgrounds. We are working on getting 7<sup>th</sup> grader library card applications into Dake and EIMS and creating a survey for the teens.

**Search Committee Report:** The committee interviewed one candidate today and will interview two more on Wednesday of next week.

**Finance Committee, Vouchers Report, Financial Report:**

Building Maintenance Report: We have had more meeting rooms painted and the town maintenance department took care of the back flow inspection.

Funding Requests: Doors on the Children's Library – A request will be brought to the Foundation next week.

Collection Enhancements Funding – The Executive Committee is still working through this request with Terry Buford.

Vouchers: Approved.

Tyler Kwolek's Report: Tyler, along with Susan, Collene and Terry attended a budget meeting with the Town Supervisor, Dave Seeley, Comptroller, Annie Seely, and Jason Vinette of Human Resources. They reviewed the proposed budget and the pilot program. It was a good discussion with no major changes except to make the pilot program a two year program instead of a one year program so as to gather more analysis and data. The Morelle funding could be targeted for back-up funding if needed.

Collene's remarks: The charge back model for building maintenance will make next year's financial report look very different. This is a preliminary budget and will be taken forward for a workshop on October 22. Staff members are invited to attend.

A discussion regarding the elimination of overdue fines and hold fees followed.

**Organizational Development Committee:** There will be a meeting tomorrow. We have a final file of the annual report which will be sent to Patrick Printing.

There was a discussion of trainings available from MCLS and RRLC including workshops on diversity that were part of the Harold Hacker grant. Amy Holland and colleagues from other libraries have organized these diversity trainings.

The police are doing a diversity training workshop for their command staff. The library staff are invited to attend.

**Technology Committee:** No report.

**Policy Committee:** No report.

**Executive Committee:** No report.

**Director's Report:**

## 1. Library System News

- Library construction grant application review team meets on Tuesday, September 17. Over \$1,000,000 in NYS Library Construction Grants are available for major projects. Greece for renovation of their Children's Department, Chili for their new library and Webster for a new HVAC system are the application received so far.

## 2. Town News

- Town interviewing for new Comptroller. Annie Sealy's last day is October 30.
- We are sending 4 people to the Police Department's Diversity Training Class held at the library. Training is provided by Excellus.

## 3. IPL News / Facilities

- All is well with building maintenance, locks, alarms and HVAC. Painting of upstairs meeting rooms continues.
- The 2020 budget kickoff meeting was held Thursday, July 25. Below is the timeline for remaining Library Board actions on the 2020 budget.
  - 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 part-time Library Assistant vacancy.
- I have filed my official retirement papers with the New York State Employee Retirement System. My last day of work will be October 30, 2019.

## 5. Financial Report and Vouchers

- Financial report: as of August 31, 67% of the year had elapsed. On the revenue side of the library budget the library had collected 98% of expected revenue. Library generated revenue stands at Library Charges 57%, Miscellaneous 83% and Copier receipts 109%. On the expense side of the budget, library spending was at 68% with salaries at 65%, contractual expenses at 56%.
- Invoices of note: #256, Greater Rochester Chamber of Commerce, for management training classes recommended by town HR; #264, KAK, for IPL logo t-shirts for fund raising; #265, Matt Krueger, reimbursement for library administration class.

## 6. Meetings and Events

- August 26 – IPL Acquisitions Team meeting

- August 27 – IPL Acquisitions Team meeting
- August 27 – IPL Budget Team meeting
- August 28 – Employment candidate interview
- August 30 – IPL Budget Team meeting
- September 3 – Training library personnel on Sales Tax
- September 4 – MCLS Director’s Council meeting in Parma
- September 4 – IPL Budget Team meeting
- September 11 – IPL Budget Team meeting
- September 11 – Budget submitted to Comptroller’s Office
- September 14 – Work Saturday
- September 17 – Budget meeting with Supervisor Seeley
- September 17 – NYS Library Construction Grant review team meeting

**Town Board Liaison Report:** No report.

**Friends Liaison Report:** The Friends are very happy about the upcoming play. They have been emailing Rosa about funding and have been suggesting grant ideas.

**Foundation Report:** No report.

**New Business:** No new business.

**Old Business:** 2020 Holidays and Closed Dates – There was a discussion on whether Good Friday should continue to be a paid day off or exchanged for a floating holiday. A discussion should be opened up with the staff.

Columbus Day - There was a discussion on changing the name to Indigenous People's Day. Should we defer to the town on this issue; should we compromise by calling it Indigenous People's Day/Columbus Day? Terry will sound out the staff for their reactions to these proposed changes.

There was a discussion on holding more frequent staff meetings; perhaps opening the library one hour later once a month. The Organizational Development Committee will handle this.

**Topics Not Covered Elsewhere:** The student representatives would like to know how the interview process will work for the next set of student representatives. This Question will be answered by the Community Engagement Committee.

Regarding telephoning in to a board meeting – people may telephone in and they will be marked in on the agenda but they may not vote on any agenda items. The board member telephoning in must be in a publicly accessible place and must use video, not teleconference. Teleconferencing may be used but the board must be notified a month in advance. Someone else must report on the absent board member's behalf.

**Meeting adjourned:** 8:12 pm.

Respectively submitted by,

Eileen Hayes-Power for Board Secretary Teri Dalton.