

Irondequoit Board of Trustees

Monthly Meeting

Minutes of November 20, 2019

Next meeting: 12/18, with staff mixer beforehand in room 115. Members of Friends and Foundation will also be invited.

Greg Benoit, final candidate for IPL library director, was in attendance.

Committee reports

Community engagement committee

Student reps:

- Nick: not in attendance
- Isabel: won first place in a foxtrot competition! Board members (jokingly?) suggested that a demo might be good content for IPL social media. Not sure that Isabel is on board, but might be worth asking?
- Alara:
 - Briefly mentioned recent bomb threat at East Ridge that resulted in students being bused off the property.
 - Will be having a meeting over Thanksgiving break (with other student reps?) where they develop description for the rep position. It will be used as reps graduate and we need to fill their spots.

Finance Committee

Bldg maintenance:

- P&J resolved temp issues in server rooms (snow on the roof blocking fans)
- Pillar near mtg room doors -- DPW is supervising repair. Tyler will coordinate with Bob Kiley regarding a more attractive solution to keeping the area cordoned off.
- New phone system is coming -- Nate will deliver training
- Issues with sound in 114 -- Nancy and Nate resolved

Funding requests:

- Foundation has a meeting next week, will vote on approving the funding for doors to Children's Library. Bob Kiley/DPW will be supervising installation, which is expected to start in Dec/Jan.

Vouchers of note:

- EBSCO renewal (magazines)
- Fusion annual fee

- Staff day presenters
- Printing of annual report
- Reimbursing 2 staff members for mileage to NYLA
- Bibliotecha -- taking on operational cost in 2020 (Tyler working with Foundation to cover cost for 2019)

Town budget passed!

Financial report:

- Stephanie prepared report, Nora presented in lieu of director. Of note: Library is on track in terms of spending (78.8%) and revenue collected.

Org Dev committee

- December mixer will be an opportunity for staff, board, and new director to visit with each other
- Staffing updates: Mary Brett and Michael Callari came on board as clerks; 2 internal candidates for YA vacancy; Synn Lymn and Nancy both in line for promotions

Need to decide on a date for next board retreat

In the works -- expanding the board to 9 members. Board has worked really hard this past year, would be helpful to have fresh eyes and new energy. Town would appoint members, but it would be the same collaborative process it has been in the past.

Building transition team to on-board new director

- 2 members from library team/staff (Collene will send blurb for Nora to post to ePortal, people who are interested can send message to board Gmail address)
- 3 members from board (Michelle, Cicely, Rosa, Susan)
- Supervisor and director of HR

Tech committee

After solidifying Bibliotecha financing, will proceed to various upgrades, including Windows 10

Policy committee

Nothing to report

Executive committee

2 year pilot on eliminating fines for J/YA materials

- Matt/Amy will lead team to facilitate this initiative
- Coming up -- kickoff meeting to brainstorm. Will share all meeting dates with Greg -- he's interested in being involved in the planning process.

- As part of the process, will be developing playbook that other libraries can use if they decide to eliminate fines
- J/YA fine elimination will likely begin sometime in January, although not at the very beginning. The exact date we're starting will need to be communicated to LAS.
- Collene wrote a white paper on J/YA fine elimination -- Matt/Amy have it if anyone is interested.

Director's report

Nora Pelish reporting

The new digitization equipment has been extremely popular with patrons desiring to convert old photographs and videos to digital. Patrons must go through the training and then they can reserve the Makers Lab for 4 hour slots.

On November 11, Staff participated in a training session: Addressing Microaggressions in the workplace. Training was effective and raised a lot of awareness. Staff shared some deep insights and had a good conversation.

In October stats, we saw a jump to 13 Personal Shopper requests for a total of 66 items requested!

We have been struggling with repairing the document feeder on the Print Station scanner. Troubleshooting and replacing the part hasn't worked. Now a technician has to do a service call. Patrons can scan one sheet at a time on the glass but the document feeder is much easier for multiple pages.

Craig Santiago, YA librarian announced his resignation in anticipation to relocating to Florida. We are interviewing two internal candidates for the position.

Children's librarians collaborated with Parks & Rec on a fun Halloween event for children and families at Camp Eastman

Town Board Liaison report

No liaison present

Friends Board Liaison report

Nothing to report

Foundation report

Nothing to report

New business

2020 Census -- IPL will be hub

- Amy Henderson has been asked to be library liaison to the town so we can coordinate our efforts. Supervisor Seeley is heading “Complete Count” group so he is vested in complete, accurate census info.
- RRLC has produced a lib guide with lots of info on census:
<https://rrlc.org/census-2020-resources/>

MCLS Auto Renewal

- Directors’ Council has proposed plan to auto-renew all items (this is a form of fine elimination)
- IPL board sent letter to MCLS board expressing concerns over revenue that would be lost, especially since there hasn’t been time to plan for how lost revenue would be made up
- President of MCLS board (Mary Joyce D’Aurizio) sent response:
 - Before implementing, asking MCLS for a deeper dive on financial impact
 - They have engaged legal council, IPL board will also engage legal council to evaluate decision against bylaws
- Collene emphasized that IPL board is in agreement with the philosophy behind auto-renewal (increasing access to all patrons), but there needs to be more discussion around finances and the process for making this proposal a reality.

Introducing new director to community

- Library board/staff will work with town on communications plan
- Town will lead this process, we can replicate what they post to social media
- New director will likely start around the beginning of the new year

Regular meeting adjourned

Motion to enter into executive session at 8:25 pm to discuss the employment of a particular person or persons. Carried.

Motion to come out of executive session at 8:35 pm. Motion carried.

Motion to adjourn at 8:55 pm.