

Irondequoit Board of Trustees
Monthly meeting
Minutes of December 18, 2019
6:30 pm

Call meeting to order: 6:31 pm

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

Guests: Nora Pelish, manager of public services; Amy Holland, children's librarian; Greg Benoit, incoming library director; Dave Seeley, town supervisor; Nick Mott and Isabel Tillotson, student representatives

Approval of agenda: Approved

Public forum: None

Attendance: Next meeting is January 15, 2020 at 6:30 pm

Reports as needed

Community Engagement Committee

Student representatives' report

- All student reps continuing to work on job description for their position.
- Isabel: Senior class trip cancelled due to low participation. College application season is underway and Eastridge is putting out information about application process, scholarships, financial aid.
- Nick: IHS putting on *Beauty and the Beast* this spring. Cast list has been posted.

Plans for Advocacy Day 2020

- NYLA's Library Advocacy Day takes place in Albany on Tuesday 2/25/2020; this year's focus will be school libraries. Student reps, library director, and several board members are planning to attend. Participants will attend a prep meeting beforehand to coordinate messaging.

Other

- Several board members attended an excellent workshop for library trustees by Buffalo attorney Stephanie Cole Adams, who provides WNYLRC's Ask the Lawyer service. The board will discuss this at their upcoming retreat.
- Terri has reached out to her contacts in the East and West Irondequoit school districts in hopes of reestablishing a good working relationship with the library board.

Finance Committee, vouchers, financial report

Building maintenance report

- Regarding the damage to the pillar outside the library, Bob Kiley has selected the contractor for the work but the timeline for completion is unknown as they wait for the specific materials. Insurance will reimburse the Town for the repair, which is estimated to cost \$7114.
- Last month, we reported that P&J had been called to find out why the server room downstairs was running extremely hot. It was determined to be caused by snow on the roof that inhibited the fan. At the same time, they fixed the (slightly too warm) temperature in the upstairs server

room, but we didn't hear what was the cause. Now we're noticing the temperature is rising in the upstairs room again, so we'd like it to be resolved once and for all but this will require another service call.

- The part-time night cleaner, Joe, quit last week so there is no cleaning happening after Luke goes home at 3pm.
- Print Station woes continue with Envisionware still trying to resolve the malfunctioning document feeder. Over the last 2 months we have tried replacing individual components: document feeder, scanner and PC. Envisionware came out to investigate, and determined that the next step is to try an entirely new document feeder/scanner combined unit for Nancy to install. Envisionware keeps dropping the ball and Nancy has had to follow up many times to keep our issue on their radar.
- Bob Kiley and his team continue to do excellent work. Replacement carpeting, wall bumpers and several other improvements are in the works for 2020.

Financial report

- As of November 30, revenue collection for the library stood at 99.3%, with 92% of the year elapsed. Breakdown of library-generated revenue is as follows: Library charges 76.0%; miscellaneous income 106.5%; copier receipts 156.4%. The library is still anticipating a payment from MCLS for our share of online fines, but likely will not reach 100% of expected revenue for library charges this year.
- On the expense side, overall library spending stood at 85.1%, with spending at 88.4% for salaries and 75.4% for contractual expenses.
- Invoices of note: Interim voucher no. 381 (Fusion Digital), annual renewal for BrightSign network subscription; voucher no. 399 (MCLS), biannual MCLS cost share and collection agency charges; voucher no. 403 (Postler & Jaeckle), repairs for server room temperature issues mentioned in building maintenance report.

Funding requests

- Doors to children's library: Foundation has approved funding and bids are underway. Work should begin in the new year.
- Collection enhancement funding: Friends have committed \$1000; Foundation funding is still pending.
- Other: Foundation will resume funding Bibliotheca service.

Organizational Development Committee

- Volunteer appreciation breakfast: Scheduled for January; up to 40 adult volunteers and 9 staff members will attend. Nora requested funds for food, decorations, tableware, and favors. Motion made to authorize up to \$500 from board discretionary fund. Motion carried.
- Staff updates: Motion made to approve Emily Baker's promotion from library assistant to Librarian I. Motion carried. Emily is replacing Craig Santiago as teen services librarian. As this leaves a vacancy for a full-time library assistant, a search is now underway. There are multiple qualified internal candidates for the position.
- Other: Planning continues for the upcoming board retreat, although a date has yet to be settled. Organizational Development Committee is working on onboarding process for new library director.

Technology Committee: None

Policy Committee: None

Executive Committee: Covered elsewhere or in executive session.

Director's report

- Through a special rate negotiated by MCLS, IPL agreed to renew NYLA memberships for 8 staff for \$525. Three librarians (renewals) and two library assistants (new memberships) requested memberships. Trustees are entitled to membership at no additional charge. I asked MCLS to renew at the same level as 2019 and promised to send them the updated list of personnel as soon as we can.
- We've noticed an increase in students' requests for exams to be proctored, due in part to some local colleges no longer providing this service for their own students. In an effort to give the best service and manage students' and professors' expectations, we developed a list of guidelines to hand students when they request proctoring, which they need to sign and return before the exam can be scheduled. Greg will look into the scope of the need for exam proctoring and whether this should become a formal library service.
- The Town hosted a tree and menorah lighting ceremony at the library on Sunday December 1. Attendance was disappointing due to the bad weather. I-Square had a similar event the day before that was much better attended.
- New bookstore managers Alexis and Shelley held a two-day holiday sale over the weekend and made about \$440!
- We've already started receiving phone calls from patrons interested in the free tax preparation assistance for seniors by AARP professionals that will be using our meeting rooms again this winter. Irondequoit is one of the few towns still offering this service.

Town board liaison report

- Demolition work on new community center to start next month
- Nicole Hushla Re chose not to run for reelection to town board; Patrina Freeman will replace her as library liaison.
- Town finances are in good shape. Overall, the town will come in about 2% under budget this year.
- Recent potential buyer for the old McGraw library (a national chain) fell through, but the East Irondequoit school district has expressed interest in acquiring it as a space for early-childhood education.

Friends liaison report: Nothing to report

Foundation report: Covered elsewhere. Foundation voted on funding Bibliotheca service and children's library doors.

New business

- Children and YA fine elimination pilot: Will not be ready to roll out on January 1. Board members agreed on the importance of ironing out details and messaging with involvement of new director. Since IPL will likely be a model for other suburban MCLS libraries looking to implement

similar projects, we need to get the details right. Greg will meet with children's librarians and circulation supervisor and report back at next board meeting.

Old business

- 2020 holidays and closed dates: Board voted on provisional calendar at last meeting subject to negotiation with CSEA bargaining unit, which is now complete. Under the proposed changes, the library would remain open on Good Friday and on Columbus/Indigenous Peoples' Day and would close the day after Thanksgiving; July 3 would be a regular paid holiday when it falls during the week and a floating holiday when it falls on Saturday or Sunday. A motion to approve the changes was carried.
- MCLS auto-renewal: Nora attended MCLS Directors' Council meeting where this proposal was discussed. IPL and other member libraries expressed concern over the impact on their budgets. The proposal was tabled, but will continue to be a topic of discussion. Future proposals will need to involve town governments and library boards to plan for financial impact.

Topics not covered elsewhere

- Greg and several board members planning to attend Irondequoit Chamber of Commerce awards dinner on 1/24/20
- 2020 census: Amy Henderson and Nancy Cowan are acting as the library's census liaisons with the town. Both will attend an all-day training in January. This is the first year the census has been conducted primarily online.
- Officers are due to be reelected at the January board meeting. Since this would coincide with onboarding the new library director and potential expansion of the board, trustees will need to discuss timing for the transition to new officers.

Board president's remarks: Motion to go into executive session at 8:25 pm to discuss contract negotiations and the employment of particular person(s). Carried.

Motion to come out of executive session at 8:50 pm. Carried.

Motion to authorize Collene Burns, president, to sign CSEA contract as negotiated on behalf of the IPL Board of Trustees. Carried.

Motion to adjourn at 9:00 pm. Carried.

Meeting adjourned: 9:00 pm

Respectfully submitted by,

Stephanie Schubmehl
For Board Secretary Terri Dalton

