

Irondequoit Board of Trustees  
Monthly meeting  
Minutes of January 15, 2020  
6:30 pm

**Call meeting to order:** 6:30 pm

**Present:** Collene Burns, Rosa Vargas-Cronin, Terri Dalton, Susan Kramarsky, Tyler Kwolek, Michelle Beechey (as nonvoting member)

**Guests:** Greg Benoit, library director; Patrina Freeman, town board liaison; Amy Holland, children's librarian; Nick Mott, student representative

**Approval of agenda:** Approved

**Election of officers:** As the library is transitioning to a new director and the town to a new board liaison, it was proposed to postpone elections until after the board retreat. Motion made to keep current officers in place for a maximum of three months. Motion carried.

**Approval of minutes:** Motion to amend previous meeting minutes as follows in order to correctly note timing of executive session and adjournment. Motion carried. October, November, and December 2019 minutes approved as amended.

March 20, 2019

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

Motion to come out of executive session at 9:50 pm. Carried.

Motion to adjourn at 9:55 pm.

April 17, 2019

Motion to go into executive session at 8:30 pm to discuss the employment of particular person or persons. Carried.

Motion to come out of executive session at 9:25 pm. Carried.

Motion to adjourn at 9:28 pm.

May 15, 2019

Motion to go into executive session at 9:15 pm to discuss the employment of particular person or persons. Carried.

Motion to come out of executive session at 9:40 pm. Carried.

Motion to adjourn at 9:45 pm.

June 19, 2019

Motion to go into executive session at 7:45 pm to discuss the employment of particular person or persons. Carried.

Motion to come out of executive session at 8:15 pm. Carried.

Motion to adjourn at 8:32 pm.

July 31, 2019

Motion to go into executive session at 8:46 pm to discuss the employment of particular person or persons. Carried.

Motion to come out of executive session at 9:10 pm. Carried.

Motion to adjourn at 9:20 pm.

August 21, 2019

Motion to go into executive session at 8:24 pm to discuss the employment of particular person or persons. Carried.

Motion to come out of executive session at 8:54 pm. Carried.

Motion to adjourn at 8:57 pm.

**Public forum:** None

**Attendance:** Next meeting was originally scheduled for 2/19/2020, which would fall during the school break. Date changed to 2/12/2020 to enable more members to attend.

**Reports as needed**

**Community engagement committee**

Student representative report: Nothing to report per Nick.

Plans for Advocacy Day 2020

- As MCLS will be unable to provide a bus to Albany this year, the board has been forced to reconsider its plans to attend. Advocacy Day is turning in a new direction this year, with MCLS directing all questions for Congressman Morelle through Adam Traub. Terri also noted that this year's emphasis on school libraries, which are funded from a different source than public libraries, might have posed a challenge in getting IPL's message across.
- There will be a smaller-scale opportunity for advocacy when Assemblywoman Romeo visits the library on February 6. Greg and Terri will coordinate with student representatives and work on talking points. As this falls during the school day, the board will ensure any participating student reps have an excused absence and transportation to and from the event.

**Finance committee, vouchers, financial report**

- Vouchers of note: two newspaper subscription renewals and annual invoice for large print books from Center Point
- Motion to approve voucher lists for 2019 and 2020 budgets. Motion carried.
- Discussion of possible format change to make financial reports more user-friendly

Building maintenance report

- Joseph Genier, court justice and former board member, contacted the board email address about the carved benches outside the children's library. Mr. Genier donated the funds for

the benches as a memorial to his parents and is concerned they are not being adequately maintained for the outdoors. Greg will meet with Mr. Genier and Bob Kiley to discuss maintenance solutions. Patrons do use the benches during warmer months and bringing them inside would present its own set of issues.

- Replacement process continues for damaged pillar outside meeting room doors
- A new night cleaner has been hired and has already begun work.
- Transition of maintenance responsibilities to the town has worked out well, and should mean the library director and board will be able to scale back involvement in maintenance issues.

#### Financial report

- The library should be able to close out 2019 by the next board meeting. There is one significant upcoming expenditure (on the retirement budget line) that will come out of the 2019 budget, as well as our twice-yearly payment from MCLS for IPL's share of online fines.
- Trustee accounts: Signing access is being updated and the library bookkeeper will begin emailing monthly statements to the board. Susan recommended looking into any guidelines put in place when the accounts were set up. Bookkeeper will work with Tyler and Greg on developing a trustee account report for future board meetings.

#### Funding requests

- Doors to children's library: Funding is in place. Tyler has made all necessary arrangements with the town and Foundation. Children's librarians have been in touch with Bob Kiley to request a meeting before construction begins.
- Collection enhancement funding: Still awaiting word from Foundation about their portion.

### **Organizational development committee**

#### New library director onboarding

- Collene and Greg met on 1/14 to discuss 30-, 60-, and 90-day goals.
- Greg is meeting with Collene once a week during the transition period and will set up meetings with individual board members.
- One-on-one meetings are also scheduled with all IPL staff to find out more about needs for communication and support, as well as staff responsibilities and workflows. Greg will be using this information to update the library org chart, which he will share with the board when complete.
- Meetings are also underway with town department heads and representatives from area schools. Greg will work with the community engagement committee to ensure private and home-schooling communities are reached as well as the Irondequoit school districts.
- At the 60-day mark, the board will discuss the library org chart and what it should look like in the future, including the role of volunteers.
- Board's review of director will also be drafted by day 60

#### Board workshop/retreat

- Date set for 2/2/2020 from 8:30 am – 12:30 pm

- Board retreat is an open meeting, but not an ideal forum for public participation
- This is an opportunity to reflect on 2019 and look ahead to 2020. Collene will accept suggestions for the agenda through Wednesday 1/22.

Volunteer appreciation breakfast: Greg, Terri and Tyler are all planning to attend.

**Technology committee**: Nothing to report. Tyler is working with Nancy Cowan (IT librarian) on Windows 10 upgrades.

## **Policy committee**

### Volunteer policy

- A recent incident involving a library volunteer was discussed, as well as proposed changes to the process for hiring volunteers. It was recommended that volunteers undergo the same sexual harassment training as library employees and sign off on a document outlining expectations for professional behavior and procedure for reporting concerns.
- Greg will work with the policy committee on drafting a volunteer policy to be reviewed at the February or March board meeting
- Board agreed the library could be more intentional and effective in its use of volunteers

**Executive committee**: Nothing to report.

## **Director's report**

AARP tax prep: Service open to all Irondequoit residents. Will be hosted at the library every Tuesday and Thursday from February 4 through April 4.

### 2020 census

- Greg met with Nancy Cowan and Amy Henderson, who are acting as the library's census liaisons with the town.
- For the first time, all respondents will be required to complete the census online or over the phone. There are no paper forms, and census-takers will be sent out to residences only as a last resort.
- Libraries are anticipating significant need for help with completing online forms, similar to what happened with the Affordable Care Act in 2014. The census bureau is already advising people who need help to go to their local library.
- The computer lab will have 4 terminals dedicated exclusively to the census, as well as sample forms and a postcard-sized guide with basic information (including instructions for completing the census by phone). This can be shared with other town departments.
- Current plan is to have samples and guides available in English, Spanish, and Ukrainian. Community engagement committee is looking into what other languages might be needed
- Amy is exploring the possibility of having a census taker onsite for drop-in hours, as the regulations around who can fill in census forms are very strict. Library staff would not be permitted to do this on a patron's behalf.
- Irondequoit could experience serious funding repercussions if the population is undercounted in this census, making it very important that all residents be counted. At the

same time, the census has become politicized and staff need to be aware of the reasons people might have concerns about participating.

- MCLS is facilitating census training for library staff as well as putting out information for the public.

#### **Town board liaison report**

- First report from Patrina Freeman as new town liaison
- Demolition work on the new community center site is proceeding
- Town is working on closing the books for 2019. Budget looks good at this point.

**Friends liaison report:** Did not meet.

**Foundation report:** Did not meet.

#### **New business**

Board expansion: No formal vote was held, but members were generally in agreement that the board should expand. This will require a vote to change bylaws. Susan and Collene will work on this for the next meeting and encouraged members to begin recruiting.

#### **Old business**

##### Children and YA fine elimination pilot

- Greg has a meeting scheduled with the children's and teen librarians to get up to speed.
- Everyone involved is committed to rolling out this program in a thoughtful way and having talking points prepared to anticipate criticism. Talking points must be shared with everyone who will get questions or complaints from the public.
- A growing number of local libraries are interested in implementing similar programs and should be able to use the documents we create as a playbook.
- Board will be involved in tracking metrics to gauge the effectiveness of the project.

**Topics not covered elsewhere:** New contract unanimously approved by CSEA members and signed by Collene.

**Board president's remarks:** Unanimous approval of the new contract demonstrates that the board and union are working well together.

**Adjournment:** Meeting adjourned at 8:47 pm.

Respectfully submitted by,

Stephanie Schubmehl  
For board secretary Terri Dalton