

Irondequoit Board of Trustees  
Monthly meeting  
Minutes of February 12, 2020

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

**Present:** Collene Burns, Terri Dalton, Susan Kramarsky, Tyler Kwolek, Rosa Vargas-Cronin

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

**Approval of agenda:** Approved

**Approval of board minutes:** Minutes of January 15, 2020 and February 2, 2020 approved.

**Public forum:** None

**Attendance:** Next meeting 3/18/2020.

### **Student representative report**

- Nick: Met with representative from Jamie Romeo's office and had a great discussion. School break next week.
- Isabel: School observed World Hijab Day on Monday. Looking into bringing up student transportation issue with National Honor Society. Continuing to work with Alara on onboarding plan for new student reps.
- Terri and Greg met with representatives from East Irondequoit school district and discussed possible grant for student transportation. Middle school librarian is meeting with Greg and Emily tomorrow to discuss partnerships.

### **Officer discussion**

- 2020 officers: Discussed in executive committee meeting. Officers' roles and responsibilities are now more clearly defined. Will return to topic at March board meeting.
- Addition of president-elect position: Board discussed proposed addition of this position as a way to ease leadership transition. One possibility would be to set the board president's term at two years, the second year with a president-elect. Other boards have implemented a similar system. As this involves a change in bylaws, a vote would be required. Further discussion of changes to bylaws at March meeting.

### **Committee discussion**

#### Executive Committee

- Will import responsibilities from Policy Committee and Policy Committee's LRP goals
- Membership: President (as chair), vice president, treasurer, secretary, president-elect (if added as a position)

### Finance Committee

- Membership: Treasurer (as chair), IPL director, IPL Board of Trustees members as requested, IPL staff/team as requested, IPL Honorary Board members as requested, community members as requested

### Community Engagement Committee

- Membership: IPL Board of Trustees member (as chair), IPL director, IPL Board of Trustees student representatives, IPL Board of Trustees members as requested, IPL staff/team as requested, IPL Honorary Board members as requested, community members as requested

### Organizational Development Committee

- Membership: IPL Board of Trustees member (as chair), IPL director, IPL Board of Trustees members as requested, IPL staff/team as requested

Technology Committee: Will be disbanded. At the March board meeting, Tyler and Greg will make recommendations as to where Long-Range Plan goals will be allocated in the new committee structure.

### Allocation of current voting members to new committee structure

- Ideally, at least two trustees should serve on each committee.
- Board will work with Greg to determine best match between committees and IPL staff.
- Executive Committee: Collene chairs as president.
- Finance Committee: Chaired by Tyler as board treasurer, responsible for understanding and monitoring budget and the budget process. Susan would encourage placing at least one new member with the finance committee in order to lay a foundation for the future.
- Community Engagement Committee: Terri and Rosa agreed to serve as co-chairs. Town board liaison will also be part of this committee.
- Organizational Development Committee: Cicely tentatively willing to continue as chair. Susan will also serve on this committee.

### Deadline to update charters and report on 2019 progress

- Committee chairs agreed on March meeting as deadline for draft of updated charters.
- Discussion of how to determine committee makeup with expanded board membership. Chairs agreed to have a rough outline prepared for the March board meeting.
- Reporting on 2019 progress may not be completed for March meeting. Each committee will need to ensure it has the necessary information to report on the long-range plan goals for which it is responsible. Committees will reach out to library staff for any information needed to complete their reports. Annual reporting continues until the long-range plan is complete in 2021.

### Discussion of needs for filling vacant Board of Trustees seats

- Town supervisor is aware of likely upcoming board vacancies and happy to provide support.
- Recruitment efforts should address the reality that current board membership is disproportionately female-identifying and based in West Irondequoit. Any candidate also needs to be willing to serve on a working board and make space for board work.

- In recruiting new membership, the board agreed to look for candidates possessing one or more of the following:
  - Experience working in a library
  - Communications/marketing skills
  - Technology expertise
  - Fluency in a language other than English
  - Legal background, preferably in a municipal setting
  - Experience with municipal budgets
- Town board technically has power to approve library board appointees, but it is the library board that recruits and vets candidates and sends them on for final interview.

## **Reports as needed**

### Executive Committee

- Charter review: Current charter allows board to determine number of members as long as it stays under 15. This is provided for in state education law.
- Proposed updates to bylaws: Executive committee will meet at least once before next meeting to agree on proposals to be voted on.

### Finance Committee, vouchers, financial report

- Collection enhancement funding: No word from Foundation yet.
- Doors to children's library: Greg met with Bob Kiley and hopes to have a firm date before next meeting.
- Vouchers
  - Vouchers of note: Presenter's fee for "Checkers the Inventor" (educational children's program with a strong local following); payment to RPL for VIP passes; payment to Demco for new cabinet to store storytime props
  - Motion to approve vouchers was carried.
- Financial report:
  - Final 2019 financial report is out. One item still outstanding is payment for the library's service agreement with Bibliotheca, which the Foundation has yet to reimburse. This payment will go into revenue when it comes through. Greg and Tyler will also verify with the comptroller whether this report reflects retirement payout.
  - Overall, treasurer and library director are satisfied with the margin for revenue. Town is aware that this will look very different next year with the fine/fee elimination pilot taking effect, although grant funding will make up some of the difference.
  - New budget projection report should be up and running in time for next meeting.

### Community Engagement Committee

- 2019 Annual Report progress update: Report is using format developed with Causewave (narrative). Director working with staff on items to highlight.
- Advocacy Day 2020 update: Greg, Collene, and Nick (student rep) met with Patrick Chase, a representative from Jamie Romeo's office, on February 6. Members of the MCLS Board of Trustees were also present. Patrick toured the library and had a great discussion with Nick. As this took place on the same day Jamie Romeo was appointed county clerk, the group was

able to shift the conversation toward her new role. Advocacy talking points were circulated at this meeting, which Patrina will pass on to the town.

- Board of Trustees website profiles: Website needs updating before recruitment of new board members begins. Much of the information is outdated (particularly for the student reps) and some profiles are missing a photo. Rosa and Terri will oversee the updating process.
- Community engagement event attendance:
  - Coffee with the Chief: Chief Tantalo will be at the library on 2/21, followed by storytime with an Irondequoit police officer
  - Ukrainian Cultural Association event: Nolan Peterson (Ukraine-based journalist) will be presenting a signed copy of his book. Collene, Rosa, Terri, and Patrina to attend.
  - Adam Bello touring Central library on March 18 as an introduction to MCLS. All MCLS directors are invited, trustees also welcome. Terri to attend; Susan, Collene and Tyler will also try to be there.

#### Organizational Development Committee

- New library director onboarding: Greg and Collene continue to meet regularly. Greg has had individual meetings with all but two board members.
- New trustee recruiting and recommendation process
  - Board can advise town on process. In the past, the board has received applications and vetted applicants, who would then be interviewed by the town board with library board members in attendance.
  - Spread word through library newsletter, town TV channels, social media
  - Need to work out application deadline and group to review applications
  - Goal is to have candidates in time for April 14 town board meeting. Trustees should be present when new members are voted in.
  - Susan and Terri will work with Cicely on process for reviewing applications

#### Library director's report (highlights)

- Personnel update: Synn Lymn McLaughlin will be making a lateral move into the full-time library assistant position vacated by Emily Baker
- Early voting:
  - The library is serving as an early voting location for a total of 21 days this year. The Board of Elections expects about 2,000 people to vote at the library in this year's presidential election.
  - Library is already planning for extra staffing and maintenance, as well as strategies to take advantage of the extra foot traffic.
  - Will coordinate with police department on parking and consider asking staff to park elsewhere
  - Board of Elections is paying to connect us to Monroe County's secure fiber optic network
  - Assuming plans for the new community center remain on track, this should be the only year the library needs to serve as a polling place.
- Greenlight equipment is currently being installed inside the staff entrance of the library. This will eventually provide Greenlight access for the entire town campus and surrounding neighborhood.
- Statistics show a notable increase in library program attendance over January 2019.

Town board liaison report

- Town board meeting rescheduled—will meet on February 25.
- Work continues on the new community center. Construction bidding is underway.

Friends liaison report: Nothing to report.

Foundation liaison report: Nothing to report.

**New business**Appointment of IPL Honorary Board chair

- Bylaws already provide for an honorary board. Discussion of its framework and purpose is ongoing.
- Bylaws would need to be amended in order to give an honorary trustee a title, but board would like to consider Michelle Beechey as honorary board chair. Michelle is currently researching how honorary boards function at other libraries.
- A motion to appoint Michelle Beechey as an IPL Honorary Board trustee was approved.

**Old business**IPL Board of Trustees expansion—vote

- Motion following discussion of last several meetings to amend bylaws in order to expand the Board of Trustees by two members. Approved.
- The board also discussed the possibility of amending bylaws to set new members' terms at three years rather than five, but no vote was taken at this meeting.

Children and young adult fee elimination pilot

- Cost increase for printing/copying going into effect this month
- Greg, Emily, Amy, Matt, and Michelle are scheduled to meet on February 26. Susan to attend. Board needs to be represented at all meetings to ensure they stay in the loop.
- Greg looking into possible spot on Connections radio program. Will coordinate with town.

**Topics not covered elsewhere:** Copies of final signed union contract distributed. All board members should familiarize themselves with content.

**Adjournment:** Meeting adjourned at 9:26 pm.

Respectfully submitted by,

Stephanie Schubmehl  
For board secretary Terri Dalton