

Irondequoit Public Library Board of Trustees  
Monthly meeting (by teleconference)  
Minutes of Wednesday, April 15, 2020

**Call meeting to order:** 6:34 pm

**Present via teleconference:** Collene Burns, Terri Dalton, Tyler Kwolek, Cicely Strickland-Ruiz, Rosa Vargas-Cronin

**Guests:** Greg Benoit, library director; Patrina Freeman, town board liaison; Stephanie Schubmehl, library bookkeeper

**Approval of agenda:** Approved

**Public forum (public comments submitted by email):** None

**Attendance:** Next meeting 5/20/2020. Will likely take place over Zoom.

**Director's report**

Wifi hotspots

- Library staff have been busy this week getting wifi hotspots ready to loan out to students in the East and West Irondequoit school districts. For now, each district is borrowing 20 hotspots, which students will be able to keep through the end of the school year.
- T-Mobile is applying a filter designed specifically for junior high and high school use, similar to what is currently in place on public computers at the library.
- West Irondequoit students are scheduled to pick up their hotspots on Friday (with social distancing arrangements in place); East Irondequoit will be delivering them to students at home. Bishop Kearney is potentially interested as well.
- Library staff are working with Irondequoit Community Cupboard to publicize hotspot lending and will also reach out to homeschooling groups.
- Staff are working out the logistics of charging and discharging hotspots while the library is closed.

Phone reference and online services

- Nate Stone is on board to assist with configuring the phone system so that staff can answer calls to the main library number from home. Librarians are working on putting together a shift schedule and a training manual covering Hoopla, OverDrive, applying for benefits, and other areas where patrons are likely to need assistance.
- Phone reference will be a valuable service to the community as we are one of just a few libraries technologically equipped to provide it.
- Supervisor Seeley has offered to connect the library with Corinda Crossdale from the county Department of Human Services. Support from DHS will help ensure patrons who need assistance are directed to the appropriate resources.

- Work on revamping the library website continues. Greg and John Scalzo have spoken with one local web developer by conference call and have others lined up. All bids are to be reviewed by Tyler, with the board voting on the final choice.
- Patrons can now check the library calendar for a schedule of online and live-streamed events. Virtual storytimes have been so well received that the library will look into continuing them after we reopen.
- Dan Fullerton, director of technology for West Irondequoit Central School District, contacted the board to express his appreciation for the work Greg and library staff have done to keep students connected to the internet during the crisis, and for the library as a great community partner.

## **Finance committee, vouchers, financial report**

### Financial report

- Revenue:
  - This month's financial reports reflect revenue collected through March 11. With one quarter of the year elapsed, the library has collected 93.9 percent of its annual revenue.
  - Predictably, this month saw a significant drop in library charges, miscellaneous income, and copier receipts, as no money has been collected since closing the building to the public on March 15.
  - However, overall revenue in the library charges category was higher than anticipated, and the library had already collected 40 percent of its expected total.
- Expenses:
  - Overall, library spending remains on track in spite of the extra supplies, subscriptions, and digital materials needed to serve the community remotely.
  - Personnel expenses are unlikely to change significantly, as all staff continue to be paid as usual throughout the closure (for pages and substitutes, this is based on an average of their hours over the past six months).
  - In total, the library has spent about \$20,500 as a direct response to the COVID-19 pandemic so far, the vast majority of which has come from the materials budget. Much of that spending is reflected in this month's voucher list, although this figure also includes \$6000 in data charges for the 200 wifi hotspots, which T-Mobile has yet to bill for.

### Vouchers

- Vouchers of note: #71, Crossbridge Counseling: Virtual mindfulness program conducted by a local mental health professional; #72, EnvisionWare: Annual subscription renewal for print station and public computer management; #75, Midwest Tape: Hoopla streaming service; #77, RPL: Payment for access to shared OverDrive ebook collection.
- All vouchers were approved.

## **Old business**

### Vote on IPL bylaws revisions

- Proposed changes have been discussed extensively in previous meetings and in executive committee.
- Motion to approve amended bylaws as written, expressed, and shared in the March 2020 meeting of the Board of Trustees. Motion carried.
- New bylaws are now in effect. Terri and Tyler will coordinate to update the library website accordingly.

### **New business**

Process for appointing new IPL trustees: Changes to the bylaws include expanding the board to nine seats. Due to the difficulty of properly onboarding new trustees under current circumstances, the expansion process is paused until there is a clearer picture of how the community expects to function during an ongoing pandemic.

Process to approve past minutes: February minutes still need to be approved. Minutes may be reviewed and approved over email. Approval process to be documented in next month's minutes.

### Discussion and vote: Hotspot policy and user agreement

#### Highlights of discussion:

- Proposed policy and user agreement were shared with and reviewed by the board prior to meeting. Objective for the time being is to set out a clear, concise policy that gets us through the current crisis; this can be amended as needed once normal operations resume.
- Trustees discussed different options for the minimum criteria a patron must meet in order to be eligible to borrow a hotspot, with an overall emphasis on minimizing barriers to access. A general agreement was reached to require only name, contact information, and proof of address.
- For hotspots being distributed by the school districts, all students are eligible regardless of residency; for those being loaned to individual patrons, however, the board agreed to limit borrowing to Irondequoit residents.
- Loan period was set at 21 days, given that many borrowers will be using their internet access to file for benefits, which can be a lengthy process at the moment. A longer loan period will also give staff more time to safely charge and discharge the hotspots. For school districts, the proposed return date is July 6.
- Trustees agreed to allow renewals if no one is waiting to borrow a hotspot. This and the loan period can be revisited as circumstances change.
- As data can be shut off remotely and T-Mobile will replace the hotspot itself for free, the only items of any value being circulated are the case and charger. Under the proposed policy, data will be turned off if the hotspot is kept past its due date.
- Motion to approve release of hotspots to East and West Irondequoit students with changes to user agreement as discussed. Motion carried. Collene, Greg, and Tyler will work on final revisions to the regular patron borrowing policy in preparation for an email vote on Monday.
- Board is collaborating with Supervisor Seeley on a press release about the hotspots to go out within the next few days.

### **Board president's remarks**

Thank you to Greg, library staff, and this extraordinary group of volunteers. Long hours put in as trustees are paying real dividends for the community.

**Adjournment:** Meeting adjourned at 8:01 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Terri Dalton