

Irondequoit Public Library Board of Trustees
Monthly meeting (via teleconference)
Minutes of Wednesday, June 17, 2020

Call meeting to order: 6:31 pm

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

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

Attendance: Next meeting Wednesday, July 15 at 6:30 pm, also via Zoom.

Public forum (public comments submitted by email): None

Finance committee, vouchers, financial report

Financial report

- No revenue was collected or deposited in May. Aside from a \$4700 refund of prior year expenses, this month's numbers are largely unchanged.
- This month's report reflects planned expenditures for principal and interest on debt, bringing library spending up to 41.2 percent of our expected total for the year.
- As in April, overall personnel spending was down slightly.
- We are now nearing \$35,000 in COVID-19-related spending, with the materials budget covering about 70 percent of that amount.

Vouchers of note

- #109, Monroe County Library System, for \$39,932: Cost share for January-June 2020
- #111 and #112, Panther Graphics, for \$1,708.82: Printing and postage for postcard campaign publicizing new library services
- #116, T-Mobile, for \$5,972.00: Second month of wifi hotspot data charges
- All vouchers were approved.

Vote: program to loan hotspots within MCLS

- As the library is currently circulating about 50-90 hotspots out of our supply of 200, we have proposed allowing other county libraries to use our remaining hotspots for a charge of \$35 per month. They will be allocated on a first-come, first-served basis. Included in the cost is the use of our graphics and instructions as a template, which each library can adapt as needed.

- The agreement permits IPL to recall hotspots once the loan period ends in the event of a spike in demand. The hotspots can also be deactivated and reactivated as needed to avoid paying for unused data.
- School districts are working with the library to return any hotspots loaned to students that are no longer needed. Any student interested in keeping their hotspot over the summer will be given the option to transfer it from the school's institutional card to their own library card.
- A motion to loan up to 75 hotspots to MCLS member libraries, on a monthly or quarterly basis as outlined by the library director, was approved.

Timeline for 2021 budgeting process

- Tyler shared a Google doc with the board outlining steps in the budgeting process, time frames, and involved parties. All dates are targets, not set in stone.
- First step is guiding budgetary principles, which should be determined within the month with input from the finance committee, library director, and library team.
- Preliminary discussions will focus on identifying the important line items that are within the library's control and looking for opportunities to simplify (e.g. combining the multiple categories that currently cover computer software expenditures).

Old business

Jack Herrema—in memoriam

- Terri sent the Herrema family a sympathy card on behalf of the board after last month's meeting, but hasn't received a personal response. Family is still in mourning.
- Library Friends and Foundation have agreed to collaborate with the board to honor Mr. Herrema. Possible ideas included a framed photo in the library, a memorial garden (this one may not be feasible due to the ongoing maintenance required), planting a tree, or commissioning a wooden sculpture from the artist who created the Little Free Library on the town hall campus.
- Terri to check in with Herrema family in September if the board hasn't heard back by then.

Recruitment of new trustees

- Board has received responses from multiple interested parties, both pre- and post-COVID, and has 5-6 potential candidates.
- Plan is to have all applications in to the supervisor's office by early July and conduct interviews later in the month, aiming to have firm commitments in place by August.
- Ideal candidates will have a background in libraries, government or nonprofit finance, or marketing/public relations.

Recruitment and acknowledgment of student representatives

- Dave Yates, director of communications for East Irondequoit CSD, and Timothy Heaphy, principal at Eastridge, each received a letter from the board praising this year's outgoing student reps, Alara Diker and Isabel Tillotson. Principal Heaphy offered to ask Eastridge English teachers about potential candidates.
- Greg has also reached out to Bishop Kearney about recruiting new student reps, but has yet to hear back.

- Recruiting through the library's social media channels was also proposed; Terri or Susan will share the text used previously.
- Posts thanking Alara and Isabel have already gone up on the library's Instagram, Facebook, and Twitter accounts.
- A press release and photo were also sent to the Irondequoit Post, but haven't appeared in the paper yet.

New business

Review and recommendations for MCLS revisions to Document of Understanding

- This is the document participating libraries sign off on as members of MCLS. It includes cost sharing, services provided to member libraries, and libraries' obligations to the rest of the system. This year, there is also an accompanying PowerPoint presentation outlining the MCLS budget for 2021.
- Adam Traub will be collecting proposed revisions from each member library's board of trustees, with an approval process to follow once a more formal draft has been prepared.
- All board members should familiarize themselves with the Document of Understanding, with a sub-group of 2-3 voting members responsible for working with Greg on going over the document in greater depth and making recommendations as to what revisions the board should request from MCLS.

Vote: Black Lives Matter sign for ERASE Juneteenth Candlelight Vigil at Irondequoit Town Hall

- ERASE (Eliminating Racism and Seeking Equity) is holding a candlelit vigil for Juneteenth on the town hall campus Friday at 6:00 pm, and has requested to display a Black Lives Matter banner on the library façade.
- Councilwoman Freeman, who has been instrumental in organizing the event, noted that the town is marking Juneteenth for the first time ever this year. She added that the library was chosen as the location for the BLM banner not only because of its visibility, but because of its commitment to celebrating diversity and welcoming community members from all walks of life.
- A motion to post a Black Lives Matter banner on the library façade for the ERASE Juneteenth candlelit vigil, and to display it for 2-3 weeks at the town's discretion, was unanimously approved.

Director's report

Partnership with East and West Irondequoit school districts: *Stamped* community book discussion

- Greg is encouraging all library staff to participate in a webinar from Niche Academy, "Dismantling Institutional Racism in Your Library: From Theory to Practice," as a way to ensure everyone is working with the same vocabulary and baseline level of knowledge. The presentation draws on field-tested, research-based concepts to address racism and implicit bias within institutions and in the broader communities they serve, and is open to anyone

involved with libraries (although primarily directed at staff). Webinar link will also be shared with the board.

- The two Irondequoit school districts are partnering with the library in a community reading of *Stamped: Racism, Antiracism, and You* by Jason Reynolds and Ibram X. Kendi (the young adult “remix” of Kendi’s National Book Award-winning *Stamped from the Beginning*). The project aims to foster a greater understanding of the history of racism in the United States, further community engagement, and serve as a model for constructive, courageous conversations about racism.
- Matt Krueger (children’s librarian), Emily Baker (teen librarian) and Shelley Wade (library assistant) are involved with the library’s portion of the project, which is focused on promoting discussion in the wider community (for those not connected with either of the school districts).
- West Irondequoit is training 60 facilitators to lead book discussion groups on behalf of all participating organizations and will purchase copies of *Stamped* for trainers and facilitators; East Irondequoit will purchase copies to students in both districts as well as community members. Each district is also providing 30 district employees to serve as facilitators.
- The library is purchasing additional ebook, audiobook, and print copies of both the adult and teen versions. In addition to the extra circulating copies, a memorial donation will fund the purchase of free copies to be distributed through the Irondequoit Community Cupboard and in Little Free Libraries throughout the community. Each free copy will have a library-branded sticker directing the reader to a website with more information about the program.
- Projected cost from the library’s materials budget is \$6200 (covers 50 ebook, 20 audiobook, and 20 print copies of the teen version, plus 20 ebook, 10 audiobook, and 20 print copies of the adult version). The \$500 memorial donation will cover an additional 25 print copies of the teen version and 12 of the adult version to give away. School districts are covering facilitators’ time, which is expected to be the biggest expense.
- The project’s steering committee is meeting weekly, with goals, mission, and a vision statement to be finalized by June 26. Facilitators will be identified and begin training by July 28. The program is set to launch on August 18, with discussions to continue throughout August and into the school year, followed by assessment and evaluation.
- Terri and other board members expressed interest in having one of the program facilitators give a short presentation to the board as well as the Friends and Foundation.

Other library updates

- Curbside pickup is still going strong, with staff taking an average of 80-100 calls per day
- Starting next week, curbside pickup hours will extend until 8 pm on Tuesdays and Thursdays, plus 10-1 on Saturdays. Almost all full-time staff will be working half their hours in the building and half from home; part-time staff will also be back up to their regular hours.

Town report

- Town continuing to partner with Foodlink on monthly food distribution
- Most town facilities have fully reopened but are still encouraging appointments
- Work on the community center making good progress; interior no longer looks like a mall
- Alan Laird has been appointed Chief of Police following Richard Tantalo’s retirement. The town is supportive of Governor Cuomo’s call to reduce police funding, and many of the

reform measures now being discussed at the national level are things Irondequoit has already been doing for years. A note of appreciation from the board to Chief Tantalo was proposed.

- Friday's Juneteenth ceremony will feature an antiracism proclamation from the town board, authored by Patrina Freeman.

Adjournment: Meeting adjourned at 7:47 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Terri Dalton