

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

Call meeting to order: 6:31 pm

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

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

Attendance: Next meeting Wednesday, August 19 at 6:30 pm, also via Zoom.

Approval of agenda: Approved with one absence.

Approval of minutes (June 2020): Approved with one absence.

Public forum (comments submitted by email): Received an application from an Eastridge student for one of the open student rep positions.

Finance committee, vouchers, financial report

Financial report

- Revenue: As no income was collected or deposited in June, the only new revenue item for this month was a planned \$40,000 interfund transfer for debt service. This brings revenue collection up to 95.7 percent of the expected total.
- Expenses
 - Spending stands at just over 47 percent of our budgeted total with half of the year elapsed.
 - Expenditure in the “Services and supplies” category is now at 33.9 percent—significantly higher than in May—largely due to spending on building maintenance and maintenance salaries beginning to show up on the “General and administrative charges” budget line. Per the comptroller’s office, these expenses will now be posted every three months.
 - Overall personnel spending was once again under budget.
 - Data for wifi hotspots remains our biggest ongoing expenditure related to COVID-19 and is readily covered by the materials budget.
- Vouchers of note
 - #120, Amazon: Additional print copies of *Stamped from the Beginning* and *How to Be an Antiracist*
 - #125, Bibliotheca: Annual renewal, not being covered by the Foundation this year
 - #128, Fusion Digital: Five extra laptops for staff use (in-library and working from home)
 - #130, OverDrive: Additional ebook and audiobook copies of *Stamped* for participants in community book discussion

- #135, W.B. Mason: Sneeze guards for service desks and other PPE/curbside pickup supplies
- Vouchers were approved.

Presentation of initial thoughts on 2021 budget principles

- Tyler outlined work on 2021 budget principles so far and thanked Susan for her support. Factors to consider include:
 - Potential impact of anticipated budget cuts
 - Potential income from federal aid for COVID-19 relief
 - Use of different funding sources such as the Foundation
 - Organizational effectiveness as the library heads into the final year of its long-range plan and begins making preparations for the next one
- Next steps will involve the finance committee, library director, and library bookkeeper, beginning with a meeting to go over the budget projection report.
- COVID-19 reimbursement remains uncertain. Per Patrina the town is closely following developments at the state and federal levels.

Organizational Development Committee report

Update on open positions and staffing plan

- Synn Lymn McLaughlin's full-time library assistant position remains vacant following her lateral move just before the shutdown, and will need to be filled now that work in the building has resumed. On top of her new job duties, Synn Lymn has continued to support Hana Cutler in overseeing circulation, as well as new safety measures.
- In addition, three part-time positions (two clerks and one library assistant) are currently vacant. For the remainder of the summer, funds for these positions will be diverted toward more hours for the library pages.
- In coordination with Cicely, Greg continues to work on re-examining the library's organizational structure, with a view toward minimizing silos and ensuring coordination across the library. Some positions will change to reflect different job duties, although this will have no impact on the budget. One product of this will be an employee manual with an organization chart and up-to-date job description for each key position.

Old business

Update on board recruitment process

- Collene has been reconnecting with Patrina, Supervisor Seeley, and Maria Vecchio about the recruitment process, as well as checking in with applicants to ensure they remain interested.
- A one-month extension of the recruitment timeline was proposed to allow for more applications.
- Ideal candidate will have experience in one or more of three key areas: libraries, municipal or large nonprofit budgets, and PR/marketing.
- Board members are encouraged to reach out to any potential candidates in their networks. Those interested should send a resume and letter of interest to the supervisor's office.

New business

Discussion and vote: Use of donated funds

- Board fund received an anonymous donation of \$500, which the donor requested be put toward giveaway books distributed to families through the Irondequoit Community Cupboard and Little Free Libraries. As these have already been purchased, the check would reimburse the library budget.
- Motion to authorize \$500 from the Board of Trustees account for the Irondequoit Community Cupboard and Little Free Library book distribution program. Motion approved with one abstention.

Town board liaison's report

- Juneteenth vigil went very well and drew strong support from the community. Black Lives Matter banner displayed in connection with the vigil will be kept in the library; the town is working out how best to make it part of the historical record.
- RISE (Revitalizing Irondequoit's Small Business Economy) grant program open to Irondequoit businesses affected by COVID-19. Small business owners are encouraged to apply through the town website.
- All town buildings are now open, although appointments are encouraged when possible. Masks and hand sanitizer required.
- Repairs to the cupola on the town hall building are underway.
- The town is planning another food drive soon; Patrina will share the exact date with the board when one is set. Town will share graphics so this can be publicized via library social media channels.
- Weekly farmers' market has resumed and has been well-attended so far, even without the usual live music.

Director's report

Reopening status

- Curbside pickup is going strong. One month in, the library is circulating around 400 items per day and answering 120-200 phone calls. Phones are largely covered by staff working from home. The program has been well-received, with many patrons expressing that they would like it to continue after the pandemic.
- The library building is now open 1-5 for computer use by reservation. So far, all users who call for a reservation have been able to come in the same day. Desks in the computer lab have been rearranged for social distancing, and all patrons are issued a fresh keyboard and mouse when their session begins.
- Starting next week, the building will begin opening on Tuesday and Thursday evenings, initially to allow participants in the community book discussion to pick up their copies of *Stamped*. Eventually, the plan is to offer both computer use and browsing during set hours, which will be the library's new normal for the time being.
- New workflows and services established mean that any future COVID shutdown will be much less disruptive.

- Board reopening updates, and meetings between Greg and Collene, will now take place every other week rather than weekly.

Stamped community book discussion update

- Library is responsible for registering participants and began publicizing the program on Thursday 7/9. Within 24 hours, registration had exceeded the planning committee's informal goal and is now at 170. An overflow session is already planned in case more than 300 sign up.
- Participants will receive an email with instructions for picking up a print copy or downloading a digital one. School districts are supplying about 170 print copies.
- As many as three-quarters of program registrants do not have a library card, making this an ideal opportunity to introduce the library to a new segment of the community.
- A zoom kickoff event is scheduled for 8/18, followed by smaller breakout sessions hosted by trained facilitators.
- This program may serve as a template for future community book discussions.

Website quote process

- Greg and Tyler have been working with John Scalzo, Hana Cutler, and Tariq Hudson to interview and vet web developers and should have at least three quotes by the August board meeting. Tyler and John have put together a list of specifications for the new website to accommodate increased traffic and new library services.

Business not covered elsewhere

- A piece about the board's outgoing student reps, Alara Diker and Isabel Tillotson, appeared in the Irondequoit Post.
- Greg met with West Irondequoit school district officials and agreed on a plan for the library to assist with internet access during the school year. Contacts with school districts about the hotspot lending program have grown into solid partnerships.
- Susan shared her positive experience with the library's new curbside pickup process and encouraged other board members to take advantage of it.

Adjournment: Meeting adjourned at 7:28 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Terri Dalton