

Irondequoit Public Library Board of Trustees
Monthly meeting (via teleconference)
Minutes of Wednesday, August 19, 2020

Call meeting to order: 6:32 pm

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

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

Absent: Rosa Vargas-Cronin

Attendance: Next meeting Wednesday, September 16 at 6:30 pm, also via Zoom. Board will vote on advancing library budget to town for consideration at this meeting, so all are strongly encouraged to attend.

Approval of agenda: Approved with one absence.

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

Public forum (comments submitted by email): None.

Finance committee, vouchers, financial report

Financial report

- Revenue
 - There were a few small deposits in July, including the first payment from another MCLS library for use of our wifi hotspots, but revenue collection is essentially unchanged at 95.7 percent.
 - If the current circumstances continue, we will end the year with a shortfall of about \$88,000 in library charges, miscellaneous income, and copier receipts.
- Expenses
 - As of July 31, the library had spent 54.9 percent of its overall budget for the year. This includes 54.5 percent for salaries and 51 percent for services and supplies.
 - Last month's spike in personnel spending is due to July having three pay periods, not to a significant increase in hours or personnel.
 - This month's annual renewal invoices for Fusion and Demco Software wrap up our major recurring technology expenses for the year.
 - The materials budget continues to absorb more than 60 percent of our COVID-related spending.

Vouchers of note

- #142, Demco Software: Annual renewal for the library's program calendar and meeting room booking software
- #143, East Ridge Printing: Standing banners reinforcing mask wearing and safe handling of library materials
- #144, Facebook, Inc.: Boosted posts promoting *Stamped* community book discussion
- #145, Fusion Digital: Annual VMware license renewal
- All vouchers were approved.

2021 budgeting process

- Budget proposal for delivery to the board is still in progress. Currently going over the operating budget line by line, with an eye to condensing redundant line items and planning for major purchases.
- 2021 budget should support 2020 initiatives, including materials diversification and removal of fines and fees.
- Due to the pandemic, income for 2020 is very different from what was anticipated during last year's budgeting process.
- Proposed budget should be out to the board within the next few days. Tyler will provide a summary highlighting significant changes and areas of note.
- Deadline to submit budget proposal to the comptroller is 9/8/20, followed by a department meeting on 9/17. All trustees should attend the budget workshop on 10/21, public hearing on 11/5, and public adoption of the 2021 budget on 11/17.
- Susan will draft an invitation from the board notifying library staff of budget approval dates and expressing appreciation for strong library presence at last year's meeting.

Organizational Development Committee report

Recruitment of trustees

- A talented slate of candidates has expressed interest in the new library board seats. Collene will follow up with Supervisor Seeley and Maria Vecchio on scheduling interviews.
- Original plan was to have new trustees sworn in for the September board meeting, but this has been pushed back so as not to divert resources from the 2021 budgeting process. Ideally, successful candidates will be interviewed before the September meeting and attend as guests, then be sworn in for the October meeting.
- All trustees should provide support for the onboarding process, which Cicely is coordinating.

Hires, departures, and promotions for IPL team

- At the recommendation of the Organizational Development Committee, a motion was approved to promote Marijean Weld from part-time library clerk to part-time library assistant, effective 3/23/20, with back pay. Marijean has been acting as a library assistant since the effective date of her promotion, and her social work background, which includes experience with hiring and training, will be immensely valuable to the library. As this appointment fills an existing vacancy, there will be no impact on the personnel budget.
- Additionally, the library has made two new hires for vacant substitute positions. Adam Widera, who interned at the library as part of his graduate coursework, now has his MLS and

joins IPL as a substitute librarian. Angelina DiMascio fills a vacancy as a substitute clerk; she is already familiar with circulation procedures thanks to her work at the Henrietta and Parma libraries.

- Finally, library assistant Steven Shon is leaving IPL for a full-time children's librarian position in Ogden. Terri will send notes of congratulations to both Steve and Marijean on behalf of the board.
- Motion to approve the provisional hire of Adam Widera as a substitute librarian effective 8/3/2020. Motion approved.
- Motion to approve the provisional hire of Angelina DiMascio as a substitute library clerk effective 8/3/2020. Motion approved.
- Some uncertainty as to whether per diem hires require a vote from the board. Greg and Cicely will get clarification on this.
- At its next meeting, the Organizational Development Committee will discuss the 2019 annual report and plans for 2020.

Community Engagement Committee

Jack Herrema – in memorial

- Committee has reached out to the Herrema family via substitute librarian Christy Simons, a family friend, but has yet to hear back. No new developments.

Recruitment of student representatives

- Terri has reached out to her contacts at East Irondequoit and Bishop Kearney. Greg will use the connections formed through the hotspot loan program and community book discussion.
- All agreed on the importance of recruiting from a diverse population representative of the town. It was proposed that Patrina reach out to the homeschooling community via ERASE; Patrina also recommended connecting with Cynthia McGhie, a social worker at Eastridge who oversees multiple extracurricular activities.
- The pandemic means that schools are swamped with reopening plans, but also that many juniors and seniors will be in the market for extracurricular experience they can complete virtually.

New business

Draft of IPL collection diversification project statement and goals

- General idea is to examine past and current collection development practices, assess whether the library collection is representative of the community we serve, and make necessary changes. This will be a long-term commitment requiring ongoing collaboration between library staff and the board. An outline of the library's vision for the project should be ready by the October board meeting.
- Greg and adult services librarian Amy Henderson have been searching for other US or Canadian libraries undertaking similar efforts, but there are limited examples.
- Questions to consider: How to identify the library community? How will progress be measured? How much of the annual materials budget is required? How to assess whether materials are high-quality and meet the needs of specific groups?

- For the children's collection there is an existing database, Diverse BookFinder, which analyzes collection data and measures BIPOC representation. Nothing comparable for tween, young adult, or adult collections. Surveys and focus groups from key demographics in Irondequoit are possible alternatives.
- In light of the recent antiracism proclamation and other work the town is engaged in, Patrina recommended making a presentation about the project to the town board.
- The board discussed possible community partners for implementing the project and potential grant funding. A consensus was reached to put together a request for proposals.

MCLS Document of Understanding feedback

- The Document of Understanding, included with this month's board packet, is the framework for cooperation between MCLS libraries. It is reissued every three years to allow member libraries to plan for cost sharing.
- More feedback needed on proposed changes. Collene and Terri will collaborate on this with Greg; Susan will review the new DoU with special attention to governance and communication issues.
- Feedback is due to MCLS on 9/30. Greg, Terri, and Collene will summarize feedback for the board to review at the September meeting.

Town board liaison report

- Town board recently had its first in-person meeting since before the pandemic. Social distancing rules remain in place.
- A recent drive-through food distribution event serviced more than 1200 cars.
- Groundbreaking held for \$2.6 million REDI (Resilience Economic Development Initiative) project at marina to develop area and help withstand flooding.
- No new information on federal aid for COVID relief.

Director's report

Current reopening status and library updates

- Foot traffic is only about 25 percent of what it was in July 2019, but has been increasing every day the library is open for browsing.
- Currently offering browsing and walk-in computer use on Tuesdays and Thursdays; curbside pickup and computer appointments Mondays, Wednesdays, and Fridays; and curbside pickup only on Saturdays. Re-launching the library bookstore is next on the agenda, as many patrons are requesting this.
- Ukrainian Federal Credit Union helped the Foundation apply for a \$10,000 COVID relief grant, which we should hear back about soon. One possible use for the grant funds is an Amazon-style pickup locker for library materials.

Stamped community book discussion update

- Discussion was hugely successful and will serve as a model for future efforts. Town of Penfield has already reached out about undertaking something similar. Great feedback from participants.
- School districts are working on a post-discussion group survey.

- Board expressed appreciation for Greg and Patrina's recent appearance on WXXI's *Connections* along with school district representatives.

Board president's remarks: Thanks to all trustees for a productive meeting and for their time and attention. Everyone has a lot to get done before the next meeting. Incoming candidates for new trustee positions will bring valuable background and experience.

Adjournment: Meeting adjourned at 8:28 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Terri Dalton