

Irondequoit Public Library Board of Trustees
Monthly meeting (via teleconference)
Minutes of Wednesday, September 16, 2020

Call meeting to order: 6:32 pm

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

Guests: Greg Benoit, library director; Patrina Freeman, town board liaison; Betty Brewer-Johnson, BoT nominee; Phil Harriman, BoT nominee; Rachel Snyder, BoT nominee; Stephanie Schubmehl, library bookkeeper

Attendance: Next meeting Wednesday, October 21 at 6:30 pm, also via Zoom.

Approval of agenda: Approved.

Approval of minutes (August 2020): Approved with one abstention.

Public forum (public comments submitted through email): Received a post-interview thank-you note from incoming nominee Betty Brewer-Johnson.

Board president's remarks

Introduction of nominees for Board of Trustees appointment

- Appointments of new trustees will take place on 10/20/20, just before next board meeting on 10/21. All nominees gave a brief overview of their backgrounds and reasons for joining the board.
 - Rachel Snyder: Resident of Irondequoit since last September with nonprofit experience through her work at Planned Parenthood. Values libraries as a “third place” where people from all walks of life are welcome.
 - Betty Brewer-Johnson: 20-year resident of Irondequoit who works for ARC of Monroe. Loves the library and its staff and appreciates how the new building has brought East and West Irondequoit together.
 - Phil Harriman: Currently works in tech, but holds an MLS and began his career as a clerk at UR's Rush Rhees Library. Irondequoit resident since 2004 and a heavy library user. Considers libraries essential to democracy, especially now.
- Collene expressed her gratitude to incoming trustees and to the town board for their selections. Between them, the three new candidates possess all the qualifications the board was seeking.

2021 budget approval process

- Next year's library budget is coming together under extraordinary circumstances, with not only a new comptroller but a new town board liaison, new library director, and relatively new bookkeeper—not to mention a global pandemic. Collene acknowledged the group's

thoughtful work in laying out budget principles and objectives for the coming year while navigating uncertainty.

Finance committee, vouchers, financial report

Financial report and vouchers

- Revenue: We received another batch of payments for use of our wifi hotspots in August, totaling \$1630. Revenue collection is substantially unchanged from last month. An additional ten hotspots are going out to another MCLS library and will generate a small amount of income in the future.
- Expenses: With two-thirds of the year elapsed, library spending stands at just under 60 percent of our budget (61.9 percent for salaries, 40.4 percent for library materials, and 53.4 percent for services and supplies). Personnel spending continues to follow the pattern set in previous months, with the page and substitute librarian lines running over budget while spending on permanent staff remains under budget due to multiple vacancies. Materials spending is up significantly this month as librarians resume ordering physical materials.
- Vouchers of note: #160, Amazon: Giveaway copies of Love Like Sky for virtual visit by children’s author Leslie C. Youngblood on 9/22. #169, Library Journal Professional Development: Registration for online course “Equity in Action: Building Diverse Collections.” Adult services librarian Amy Henderson and graduate student intern Irina Ovcharov will attend.
- All vouchers were approved.

2021 budget overview

- Planning for 2021 focused around the concept of “Fulfilling the Promise,” specifically in the following areas:
 1. Community engagement
 - Funding for a new library website, as patron interactions with the library are increasingly taking place online. This is reflected in the capital budget line for computer software.
 - Funding for development of the next Long-Range Plan, reflected in the contracted services budget line. Making this effective and measurable will require time, effort, and guidance from community partners.
 - Funding for Catalog Diversification Project, also under contracted services. This project creates a framework to ensure all community members are represented in our library collections.
 2. Budget cuts
 - Covid-19 has strained public funding across the board, and per NYLA we are anticipating a 20 percent cut in state aid for libraries.
 - Proposed budget is virtually flat and aims to maintain services without increasing costs.
 - Library is tracking pandemic-related expenditures in preparation for any future reimbursement.
 3. Pilot program continuation

- Elimination of fines for children and young adults was pitched to the town as two-year pilot program and will continue into 2021. Anticipated income was modified accordingly.
- This is funded in large part by grant money currently held in the trustee account.
- 4. Deferred maintenance fund
 - Remains in place for any substantial unexpected maintenance costs that may arise as the building ages.
- 5. Organizational effectiveness
 - Library board: Effective development and deployment of next Long-Range Plan
 - Library staff: Maintain funding and support for professional development through the conference/training budget line. This, in turn, allows staff to better support the community.
- Summary of proposed increases
 - All personnel lines due to scheduled wage increases and changes to certain job titles.
 - Computer software and computer maintenance: Clarified which expenses these budget lines will cover for consistency.
 - Contracted services: Increased to reflect diversification project and long-range plan.
 - Capital expenses: Software line increased to cover estimated cost for website development.
- Summary of proposed decreases
 - Eliminated leasing equipment and legal services lines.
 - Library processing supplies: Reduced in anticipation of decreased spending on physical materials.
 - Utilities: Reduced to reflect greater efficiency thanks to past HVAC repairs.
 - Medical and dental benefits: More staff opting out of town insurance coverage or choosing lower-cost plans.
 - Income: Anticipating reduction in library charges (fines), copier revenue, and miscellaneous income (print station and bookstore) due to reduced foot traffic, as well as a 20 percent reduction in state aid.
 - Financing: Interest rate is locked in. Payments on principal and interest on bonds will now be consistent from year to year.
- All other operating costs, including materials, are maintained at 2020 levels in the proposed budget.
- While the proposed budget does not include this, the library's tech support provider is recommending extensive server and storage upgrades. More in-depth technical discussion is needed before committing to a purchase.

Vote: Advancement of 2021 budget to town board

- A motion to advance the library budget proposal was approved with no objections or abstentions.
- Next steps: A department meeting is scheduled for tomorrow, 9/17/20, to discuss the proposed budget before it advances to the town board. Tyler will report back to the library board with any adjustments. All trustees are requested to attend the budget workshop in October, whether virtually or in person.

Organizational development committee report

New trustee appointees: Onboarding plan and mentor partnerships

- Working on a digital version of the binder typically issued to new trustees with bylaws, meeting dates, contact information and other documentation. This will be posted on Google Drive and should be ready before the next meeting.
- All incoming board members will be paired with a current trustee as mentor.

Personnel changes

- Lisa Buda, who joined the library as a part-time library assistant in May 2019, has been promoted to the vacant full-time library assistant position. In addition to her pre-pandemic role training patrons on makers' lab equipment, Lisa has been instrumental in developing the library's curbside pickup procedures and assisting with technology solutions to support a remote workforce. As she also has an MLS, Greg will ensure she is supported in enhancing her qualifications for the Librarian I civil service exam.
- Four pages have resigned in order to attend college or focus on academics. Depending on the need for pages as library operations evolve, some of these positions may go unfilled for the time being.
- A motion to promote Lisa Buda from part-time to full-time library assistant, effective 9/14/20, was approved.

Old business

Jack Herrema—in memorial

- In consultation with the town and the Herrema family, the board has decided to honor Jack Herrema by planting a dogwood tree on the library grounds. Terri has obtained a quote from Van Putte Gardens covering the tree itself, the planting, and a three-year guarantee.
- The Friends and Foundation have verbally agreed to split the cost with the trustees three ways, which would make the board's contribution approximately \$150. A letter will be sent to each group to formalize the agreement.
- Publicity will go out on social media once details of the planting ceremony are finalized. In addition to Supervisor Seeley, it was proposed to extend an invitation to Adam Bello, as construction of the new library took place during his term as town supervisor.
- Motion to allocate up to \$150 from the trustee account for the purchase and planting of a tree to honor Jack Herrema's contributions to the library. Motion approved.

MCLS Document of Understanding

- Document of Understanding is due back to MCLS by 9/30/20. Previous communication from MCLS had indicated that 9/30 was the deadline for returning feedback, but this is actually the deadline for return of the signed document.
- Collene was able to review the proposed document, which will now cover a one-year period rather than three years as was previously the case. This is the only significant change.
- Motion to authorize Collene Burns, as president, to sign the Document of Understanding with MCLS, representing the Irondequoit Public Library board of trustees. Motion seconded.
- Discussion: Communication with MCLS has become an ongoing issue. The trustees discussed options for formally requesting better information-sharing.

- Motion authorizing Collene Burns to sign the Document of Understanding was approved.
- Motion to request that information shared by MCLS with the MCLS directors' council be shared with the board of trustees in the monthly director's report. Motion approved.
- Greg will bring a print copy of the Document of Understanding to tomorrow's budget meeting for Collene to sign.

New business

2019 annual report

- This year's annual report will be in an abbreviated, single-page format, leaving room for a more comprehensive 2020 report to be produced in 2021.
- Working with Causewave as project manager to repurpose 2018 design.

Town board liaison report

- Town is entering fourth phase of budget prep (department meetings).
- A recent food drive in partnership with Foodlink serviced more than 320 cars and 350 families.
- New Department of Public Works facility received an award for best facility design from the New York Chapter of the American Public Works Association.

IPL Foundation report: None.

IPL Friends report: None.

Director's report highlights

- Library now open for browsing, computer use, and curbside pickup six days a week. Current plan is to expand hours and reopen the bookstore by the end of September.
- Nancy Cowan has moved her monthly genealogy programs online and they are proving even more popular than the in-person meetings. 66 people attended the first livestreamed program on Zoom, with another 31 viewing the archived recording. Nancy will also be using professional development funds to attend an online genealogy course later this year.
- Library visits were up last month, although foot traffic is still only a third of what it was last year. Circulation figures are similar. Both numbers are in line with usage statistics reported by other area libraries. Usage should increase as we expand our opening hours.
- No progress on doors for children's library due to interruption by the pandemic, but work on this and other projects should be able to resume now that things are beginning to settle down.

Adjournment: Meeting adjourned at 8:19 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Terri Dalton