

Irondequoit Public Library Board of Trustees  
Monthly meeting (via teleconference)  
Minutes of Wednesday, November 18, 2020

**Call meeting to order:** 6:32 pm

**Present via teleconference:** Collene Burns, president; Susan Kramarsky, vice president; Terri Dalton, secretary; Tyler Kwolek, treasurer; Phil Harriman, Rachel Snyder, Cicely Strickland-Ruiz (joined late), and Rosa Vargas-Cronin, trustees at large

**Guests:** Greg Benoit, library director; Patrina Freeman, town board liaison; Anna DiChristina, Chloe Lewis, and Nick Mott, student representatives; Amy Holland, children's librarian; Stephanie Schubmehl, library bookkeeper

**Absent:** Betty Brewer-Johnson

**Approval of agenda:** Approved.

**Approval of minutes:** Approved.

**Attendance:** Next meeting Wednesday, December 16, at 6:30 pm.

**Public forum (comments submitted via email):** None.

### **Community engagement committee**

#### Student representatives: Introductions and reports

- Introductions
  - Returning student rep Nick Mott is joined by Chloe Lewis and Anna DiChristina.
  - Nick, now a senior at Irondequoit High School, also works for the library as a page and has been involved in one capacity or another since the new library building opened. He will begin working toward a BS in Information and Library Science through the University of Maine at Augusta in the fall.
  - Chloe, originally from Massachusetts, is a sophomore at Bishop Kearney. Both Chloe and Anna live on campus at BK and are part of its hockey program. Anna will be playing hockey and softball for Williams College in the fall.
- Reports
  - For their initial reports, each rep gave a brief overview of how school is functioning during the pandemic.
  - Nick: IHS students have the option of fully remote or hybrid learning this year, with hybrid learners split into two groups who attend in-person classes twice a week on alternating days. Nick chose the fully remote option and is adapting well so far.
  - Chloe and Anna: All BK students were sent home last week while the campus undergoes a deep clean. School is currently all-virtual, but members of the hockey program live and train on campus.

### Inclusion partnership presentation

- Children's librarian Amy Holland discussed a new partnership between the library, Irondequoit Recreation, and Rochester Accessible Adventures. Collaboration began with RAA and Irondequoit Rec working together on adapting equipment to make it more accessible, which then expanded to social inclusion.
- One component is Inclusion Ambassador training, a three-hour online program with a focus on recreation but many broadly applicable principles. The program is free and self-paced, and CE credit is available. Part of IPL's role will be to support RAA and Irondequoit Rec by encouraging more residents to complete training, with the long-term goal of creating a more inclusive and welcoming town.
- Current action plan: 1) Release a social media graphic and flyer announcing the partnership and providing a link to sign up for Inclusion Ambassador training. In addition to library social media channels, this will go out via the winter/spring activity guide and as an insert in curbside pickup bags. 2) Host a virtual visit from Cory Lee, a world traveler, children's book author, and wheelchair user who blogs about his experiences. Mr. Lee will present a children's storytime and a travelogue for adults. 3) Regroup and plan next steps following Mr. Lee's visit.
- Amy shared this with the board in hopes that they would raise awareness among other community organizations; Collene recommended discussing further with Terri and Rosa. Both Amy and teen librarian Emily Baker have taken the training already, and Greg supports the idea of promoting it to library staff as a whole.

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

#### Financial report

- Revenue: For the first time since shutting down in March, we have revenue to report from library charges, book sales, printing, and copying. Our total for this month was about 47 percent of what we made in October 2019. This brings our total revenue collection for the year up to 95.9 percent.
- Expenses: As of October 31, with two months left in the year, library spending was at 75.7 percent of our budget (75.7 percent for salaries, 58 percent for materials, 70.1 percent for services and supplies).
  - Note that there are a few substantial upcoming expenditures not reflected in this month's report, including our second MCLS cost share payment (appears in this month's interim vouchers); retirement expenses (line -8010 under employee benefits in the expense control report; last year, the bulk of this was posted in December); and general and administrative charges (line -4920 under contractual expenses, which covers maintenance supplies and salaries; expenditures are posted quarterly)

#### Vouchers

- Vouchers of note: #216 (interim voucher list), Monroe County Library System: biannual cost share payment to MCLS; #223 (regular voucher list), Ebsco: annual renewal for 68 library magazine subscriptions
- Both the interim and the regular voucher lists for November were approved.

### Spending plan through end of 2020

- Materials spending: Changes to ordering procedure in connection with the materials diversification project are in development, with work anticipated to begin before year-end. Ebook purchases were up this year, with patrons now borrowing through Hoopla as well as OverDrive. If current usage patterns continue, we will not need to renew Hoopla until late 2021.
- Tyler has a meeting planned with Greg and the comptroller to go over 2020 spending trends and budget allocations for 2021. This will determine whether the 2020 budget can accommodate previously-discussed major purchases.
- 2021 budget process: Final public meeting is scheduled for tomorrow. Only one member of the public spoke at the public hearing on the preliminary town budget, and the library was not mentioned at all.

### **Organizational development committee report**

#### Committee meeting

- Last month's committee meeting focused on brainstorming ideas for the board retreat, including teambuilding exercises, capacity-building, 2021 goals, and long-range plan discussions. 1/9/21 and 1/30/21 received the most votes in the Doodle poll. One possibility is splitting the board retreat between 1/9 and an additional Wednesday evening in January.

#### Holiday mixer

- Scheduled for 5:45-6:15 on 12/16/20 on Zoom (30 minutes prior to public hearing). The board would once again like to use discretionary funds for a staff-recognition gift, ideally from an Irondequoit business. A motion to authorize up to \$250 from the trustee discretionary fund for purchase of holiday appreciation gifts for the IPL team was approved.

#### November 2020 staff training day

- Low-key compared with previous years due to pandemic restrictions. Staff were allotted time to view webinars or pursue other continuing-education opportunities. Highlights will be shared with coworkers in future staff meetings.

#### Vote: Part-time floating holiday

- A floating holiday (depending on when July 3 falls in the week) was one of the benefits allocated for union members as part of contract negotiations in 2019. Applicability of this benefit to part-timers was not specifically discussed during negotiations, but part-timers have typically been paid for scheduled holidays in the past.
- Motion to extend a floating holiday benefit of 4 hours per year to part-time staff members for the duration of the union contract. Motion seconded. Discussion: Consensus was that this seems fair and, per Greg, would have no impact on staffing levels. If approved, this should be codified in policy. Other contractual benefits and their applicability to part-time staff may warrant further discussion. Motion approved.

#### Vote: Approval of provisional hire

- Carla Figliomeni has been offered the part-time library assistant position vacated by Lisa Buda. Carla brings knowledge of personnel management and civil service procedures from

her previous work as an assistant personnel analyst for the Town of Webster; she is also licensed as a notary public. The current plan is for her to take over for Shelley Wade as bookstore volunteer coordinator.

- A motion to appoint Carla Figliomeni as a part-time library assistant, effective 12/1/20, was approved.

## **Old business**

### Jack Herrema—In memorial

- Mr. Herrema's family was very pleased with his memorial ceremony, which Supervisor Seeley and Adam Bello both attended. Thanks to the town for providing a tent and microphones. With Judy Herrema's approval, Terri has written up a piece about the memorial for the library newsletter and Irondequoit Post.

## **New business**

### 2021 holiday and closure calendar

- Majority of dates on the calendar are paid holidays covered in the union contract, along with planned closings and three annual staff training days. Motion to approve the 2021 holiday and closure calendar as presented to the board by the library director. Motion carried.

### Public hearing on internet access policy (discussion)

- Motion by Susan Kramarsky, seconded by Terri Dalton, for IPL to hold a virtual public hearing on 12/16/2020 at 6:15 pm to hear all parties regarding the proposed revision of the internet use policy at IPL. Information on the policy and how to participate will appear in a local newspaper.
- Discussion:
  - Policies are typically presented at one board meeting and voted on at the following meeting. It is a state requirement that certain elements which need to be included in the internet access policy be approved in a public hearing before the end of the year.
  - Highlights of proposed changes: The bulk of the revisions are boilerplate language provided through MCLS from the New York State Department of Education, which NYSED wants all public and association libraries to incorporate into their internet access policies. In many cases, Irondequoit already has a comparable policy in place. The policy has also been edited to remove redundant language and update black-and-white printing prices.
  - It was noted that users must consent to the library's internet access policy before signing on to a public computer. Patrons who violate the policy may be given a warning, issued a barring letter, or be asked to leave the library, depending on the nature of the violation.
- Motion carried with no objections or abstentions.
- A copy of IPL's internet access policy with the proposed revisions is attached.

## **Town board liaison report**

- Due to the uptick in COVID cases and the county's recent yellow zone designation, the town will resume conducting all workshops, special meetings, and town board meetings on Zoom, with links provided on the town website as well as Facebook and Twitter.

- A special town board meeting for approval of the 2021 budget is scheduled for 4 pm tomorrow (via Zoom).
- Still accepting applicants for Irondequoit Commission Advancing Racial Equity (ICARE) through Friday. ICARE is looking for a diverse group of Irondequoit residents, predominantly BIPOC, with a track record of involvement in the community. A background in social media, marketing, hiring, and/or DEI is ideal.

### **IPL Foundation report**

- The foundation recently held its annual meeting, and Cicely and Collene have been in touch with Sue Bonkowski. Collene is planning to meet with Sue during the next few days and will share highlights of their conversation at the December board meeting.

**IPL Friends report:** Did not meet.

### **Director's report highlights**

#### Children's library doors

- Greg discussed with Bob Kiley at a recent meeting. FW Construction, a local contractor, will be performing the installation. They have yet to give a firm date, but Greg hopes to have an update by the December meeting.

#### Children's courtyard benches

- Joe Genier is paying for the benches to be picked up and refurbished by the artist who created them. Once work is complete, they will be moved inside the children's library.

#### Diversity audit

- Greg has been meeting regularly with Amy Henderson and Irina Ovcharov. The group has been in contact with staff at the Denver Public Library, who are providing templates that can be adapted to Irondequoit's collection.
- Using a modified version of DPL's procedure, a team of staff will audit a random sample of each collection and evaluate based on criteria in the training documents Amy and Irina have put together. These will be shared at the next board meeting.
- Amy and Irina will also give a brief presentation and Q&A about the project at an upcoming meeting.
- Amy Holland noted that a diversity and inclusion collaboration is also underway among public and school libraries in Irondequoit. Collene emphasized the importance of working closely with the town.

#### Updated COVID-19 strategy

- Below is an outline of the changes that will be implemented to library services and operations as the region proceeds through the different COVID-19 designations. These changes have been made with input from the town and library teams. These plans were shared with other public libraries in the Monroe County Library System. At this point most other public libraries will follow similar guidelines, with a small number of libraries electing to close their buildings when an Orange Zone designation is declared.

- Yellow Zone: Staff will be limited to 12 employees working on site at one time. Maximum occupancy of 25 patrons at one time. All services open (phones, browsing, service desks, computer lab, curbside pickup).
- Orange Zone: Staff will be limited to 12 employees working on site at one time. Maximum occupancy of 10 patrons at one time. All services open (phones, browsing, service desks, computer lab, curbside pickup).
- Red Zone: Library closed to public. Only minimum number of staff permitted on site to operate curbside pickup service. Services available: phones, curbside pickup, increased lineup of online programs.

#### Patron survey

- Developed by a team of library staff working with Greg and Terri to gauge awareness and reception of new library services introduced in response to the pandemic. This will help with publicizing new services and improving delivery in the event of another shutdown.
- In addition to the newsletter and social media, surveys will also be made available in the library building if pandemic restrictions allow.
- To encourage participation, respondents will be entered into a drawing to win a \$25 gift card for an Irondequoit business.

**Adjournment:** Meeting adjourned at 8:21 pm.

Respectfully submitted by,  
Stephanie Schubmehl  
For board secretary Terri Dalton