

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

Call meeting to order: 6:33 pm.

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

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

Approval of agenda: Approved

Attendance: Next meeting Wednesday, January 20, at 6:30 pm.

Vote: Virtual public hearing on internet access policy, January 20, 2021 at 6:15 pm

- Motion by Susan Kramarsky, seconded by Terri Dalton, for IPL to hold a virtual public hearing on 1/20/2021 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 the Irondequoit *Post*. Motion approved with no objections or abstentions.
- The Irondequoit town clerk will ensure that notice of the hearing is published at least ten days beforehand. Patrons will also be able to view the notice and revised policy on the library website.
- Collene and Tyler will work out a way for the public to participate, as the town is currently holding all public hearings in person.

Public forum (comments submitted via email)

- None submitted to the board, but Greg shared correspondence with a patron, Danielle Donolli, who had emailed to express concern about library charges as a barrier to equitable access. Ms. Donolli was thrilled to hear about the library's plan to launch a youth fine and fee elimination pilot program.

Board president's remarks

- This meeting is Collene's final one as board president. She expressed gratitude for the honor of serving an extra year under such extraordinary circumstances and praised the board for its role in making the library an important community asset. Trustees will vote on a new president in their first meeting of the new year; Tyler has expressed interest in the role.

Community engagement committee

Student representative reports

- Nick: West Irondequoit students have the option of a fully remote or hybrid learning model for the rest of the school year and will be submitting their choices in a few days. Nick plans to remain fully remote.
- Anna and Chloe are headed home for their winter break and were unable to attend this month's meeting.

Finance committee, vouchers, financial report

Vouchers

- Vouchers of note: #237 (interim voucher list), Shawn Dunwoody—town portion of mural commissioned for children's library. Remainder will be paid by the Friends. #246 (regular voucher list), Greg Benoit—reimbursement for purchase of an Atlas Eats gift card as an incentive for participation in the library's pandemic services survey.
- Both the interim and regular voucher lists for December were approved.

Vote: UFCU grant expenditure

- The Foundation received a \$2000 grant through the Ukrainian Federal Credit Union as part of a program to support nonprofits negatively affected by the pandemic. At its meeting, the finance committee discussed applying these funds toward laptops purchased for use of staff working from home. This falls within the grant guidelines.
- Motion to approve UFCU grant expenditure of \$2000 to apply to laptops purchased in response to the pandemic, as permitted by grant guidelines. Motion seconded. Discussion: as eligibility for this grant requires a documented 25% decrease in revenue during the pandemic, Tyler asked whether all the necessary paperwork was on file. Greg confirmed documentation from the Foundation is in place and has already been vetted by UFCU. Motion approved with no objections or abstentions.

Financial report

- Revenue: As of November 30, we have collected 96.2 percent of anticipated revenue. November was our second full month of accepting payments at the library since the March shutdown. As expected, we will end the year with a significant shortfall in most revenue categories. The miscellaneous income line (covering bookstore sales, faxing, and printing) was hit hardest by the pandemic.
- Expenses: While we will exceed our budget in several pandemic-related line items (notably office supplies, computer software, and contracted services), spending remains on track overall. Expenditures are currently at 82.3 percent of our budget, as compared with 85.1 percent this time last year. With one month remaining in the year, we have spent 82.6 percent of our budget for salaries, 77.8 percent for materials, and 81.3 percent for services and supplies. Note that there is still a substantial year-end expenditure coming up for employee benefits, as well as the final quarterly expenditures on the maintenance chargeback line under services and supplies.

Other business

- Collene, Greg, Tyler, and the IPL bookkeeper met in November to review year-end spending plans and a request from facilities for funds to repair the HVAC system. The library is working with the town to fit this expenditure into the 2020 budget.

- Greg and Bob Kiley also met in November to discuss plans for the children's library doors. After visiting the site, the contractor has increased their estimate from \$14,000 to \$25,000 given the scope of the work. In light of the revised estimate, Greg determined this should be brought back before the board. It was proposed to table discussion of the children's room doors until the board has a clearer picture of the fund balance in the new year.

Organizational development committee report

Vote: IPL hours and services plan by NYS designated zone (yellow, orange, red)

- A zone-based plan for library staffing and services was proposed in Greg's November director's report, but not formally voted on at the time. A vote is included in this month's agenda in order to support Greg in adopting this plan, not in order to remove flexibility.
- Motion to approve IPL's hours and services plan by New York State-designated zone as presented to the board at the November 2020 meeting. Motion seconded.
- Discussion:
 - Although zone criteria have changed since the November meeting, the existing strategy is still reasonable in Greg's estimation. Currently 25 patrons at a time are permitted in the building; this would be lowered to 10 in an orange zone based on guidelines for restaurants and retail. Based on Greg's recent time in the building, his impression is that safety concerns among staff have subsided as foot traffic remains low.
 - Collene noted that the library was one of the last town departments to reopen following the March shutdown and praised the thought and planning that has gone into processes to keep staff and patrons safe.
- Motion approved with no objections or abstentions.

Vote: Use of telework agreement

- As a telework agreement is already in place for the rest of the town, it was proposed to adopt the same agreement for the library. This would establish a clear framework for work-from-home arrangements.
- Motion to approve the Use of Telework Agreement as part of the IPL employee handbook. Seconded. Motion approved.

Vote: 2021 board retreat date(s)

- Informal polling identified 9 am – 11 am on Saturday 1/9/21 as the best option for scheduling the board retreat. This will be a public meeting livestreamed on Facebook. Cicely and Rachel, as co-chairs, will connect with Greg, Collene, and Tyler to ensure all objectives are met. More details to come as the date gets closer.
- Motion to hold a meeting of the IPL Board of Trustees for the purpose of a retreat on Saturday, January 9, 2021 from 9 – 11 am. Seconded. Motion approved.

Old business: None identified.

New business: None identified.

Town board liaison report

- Town is partnering with Monroe County to hold drive-through COVID testing at the Department of Public Works. The testing is going well so far and has been well-received by the community.
- Some businesses have had to shut down due to parts of Irondequoit being in a designated orange zone. The town is implementing a second phase of the RISE grant program to assist small business affected by the pandemic. Application deadline is 3/31/2021.
- All town board meetings are again being conducted on Zoom until further notice.

IPL Foundation report: None.

IPL Friends report: None.

Director's report highlights

Collection diversification project

- Amy Henderson and Irina Ovcharov have put together a draft training manual, included with the meeting pre-reads. The data collection website is also live thanks to John Scalzo. In addition to training staff on approved sources of information for analyzing the library collection, the manual includes a glossary of terms sourced from organizations that represent and advocate for marginalized populations. The project will use the teen collection as a test case to start off.
- Collene praised the team's work on the project thus far but emphasized the importance of coordinating with the town before proceeding. The board discussed possible ways of identifying demographics to include in the project and ways of measuring success, as well as the need to make the process adaptable to future town and regional trends. Further discussion to follow at the board retreat in January.

Patron survey

- The library has collected several hundred responses from patrons regarding their familiarity with and use of new services introduced during the pandemic. One respondent will receive a \$25 gift certificate to Atlas Eats. The survey was featured as the headline story on our email newsletter for two weeks, as well as on the library website and social media accounts. The survey will conclude at the end of the week. Results will be shared with the staff and board in advance of the January meeting.

On-shelf paging

- MCLS is enabling the "on-shelf paging" feature, which allows patrons to place a hold on an item that is currently in stock using the library catalog. Previously, any item that was in stock had to be reserved by calling the library. This new feature will greatly streamline and speed up our curbside pickup process.

AARP tax preparation

- The library, town, and AARP will again partner to provide residents with access to free tax preparation help in 2021. This year the tax preparation meetings will be socially distanced and possibly conducted remotely in some cases. This service is extremely popular with

residents and library users, and I am committed to seeing that it is delivered safely and as conveniently as possible.

Personnel updates

- Carla Figliomeni, whose hiring was approved at the November board meeting, opted not to accept the offer. Interviews for another candidate are already underway.

Adjournment

- Motion to go into executive session at 8:12 pm to discuss the employment of a particular person or persons. Seconded. Motion carried.
- Motion to come out of executive session at 9:12 pm. Seconded. Motion carried.
- Motion to adjourn at 9:13 pm. Seconded. Motion carried. Meeting adjourned at 9:13 pm.

Respectfully submitted by,
Stephanie Schubmehl
For board secretary Terri Dalton