

**Rochester Public Library  
Meeting of the Board of Trustees  
Rundel Board Room  
Minutes  
April 25, 2018**

**RPL Trustees Present:** Baynes, Benjamin, Drury, Gardner, Hamilton, Lovenheim, Karin, Wolf  
**RPL Trustees Excused:** Conklin, Martinez, Salluzzo

**Staff and Guests:** Staff members Davis, Harrison, Reeves, Snow, Suro, Uttaro, Boldt

**Public Comments**

There were no members of the public present who wished to address the board at this time.

**Call to Order**

Ms. Benjamin called the meeting to order at 9:05 a.m. and welcomed trustees and guests.

***Action Items***

**Minutes of the March, 2018 Meeting**

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Gardner to approve the minutes of the March 28, 2018 meeting as presented (Documents Book). THE MOTION PASSED UNANIMOUSLY.

**Personnel Changes**

Ms. Suro called attention to the Personnel Changes and staffing levels for the period March 10 to April 6, 2018, and reviewed highlights with trustees (Documents Book). She reported that the transfer of Ms. Wolf to Winton Branch Library, and Mr. Williams to Teen Central was working out very well for all. She noted that both Nancy Cutaia (23 years of service) and Edna Rivera (16 years of service) would be greatly missed following their retirements. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve the Personnel Changes as presented. THE MOTION PASSED UNANIMOUSLY.

**Financial Reports**

Ms. Harrison called attention to the monthly financial summaries and trust fund expense reports for March, 2018, noting that members of the RPL Finance Committee receive detailed monthly claims and trust fund reports for review in advance of each board meeting (Documents Book). She reminded trustees that this process ensures compliance with best practices based on library and library system audits conducted by the State Comptroller's office. Ms. Harrison noted that past practice has been to delay certain purchases until the final quarter of the fiscal year to ensure that adequate funds are available; priority purchases are now being identified for completion by June 30. She further noted that several chargebacks from the City are assessed in accordance with the City's own schedule, and typically occur during the last quarter of the fiscal year; these include charges for water, refuse, downtown services, among others. In response to questions forwarded by Ms. Conklin prior to the meeting, Ms. Harrison explained that the majority of expenses in the Professional Services category for the Branch Libraries reflects the two MCLS Cost Share payments in May and December. Ms. Harrison reminded trustees that a significant portion of the Central Library's cash capital allocation is encumbered in connection with Phase Four of the Central Library's Master Space Plan design for the Technology Center; the City's Department of Environmental Services' Architectural Services staff is managing the professional services agreement with Edge Architecture for this project. Ms. Harrison added that fine and fee receipts were still being closely tracked for both the Central and Branch Libraries. She responded to additional questions, and following discussion, A MOTION WAS MADE BY Ms. Baynes AND SECONDED BY Mr. Hamilton to approve the monthly financial reports as presented, and as approved by the RPL Finance Committee, which include a summary of total trust fund expenses and claims paid through March, 2018. THE MOTION PASSED UNANIMOUSLY.

**Audit & Tax Services Agreement**

Ms. Harrison reported that the RPL's agreement term with Freed Maxick CPAs, P.C. expired with the 2016-17 fiscal year audit. She explained that in light of the efficiency realized in pairing the library's audit with the City's, RPL participated in a Request for Proposal (RFP) process for audit and tax preparation services. She noted that the Rochester City School District, Joint School Construction Board, REDCO, Rochester Land Bank and SMG (Blue Cross Arena operators) also participated in this process. Ms. Harrison stated that the Bonadio Group, EFPR Group, and Freed Maxick had responded to the RFP, and that Freed Maxick had been selected as the recommended firm by all participating reviewers (including Ms. Uttaro for RPL; City Accounting; City Council; and RCSD Accounting staffs). Ms. Harrison called attention to the Director's Report for a listing of the specific costs, and briefly reviewed key points with trustees (Documents Book). A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Baynes to approve the proposed agreement with Freed Maxick CPAs, P.C., for independent audit and tax preparation services for the Rochester Public Library as described, for a period of three years and for a total cost not to exceed \$34,850, as presented. THE MOTION PASSED UNANIMOUSLY.

**Tele Data Com Amendatory Agreement**

Ms. Harrison recounted that in January, this Board authorized an agreement with Tele Data Com for network cabling assessments at various RPL and MCLS library facilities, supporting E-rate category 2 projects. She added that Tele Data Com had provided services for network cabling at the Central Library as part of a successful e-rate bid in 2017. Ms. Harrison reported that staff recommend that the Central Library increase the fiber backbone between the Rundel and Bausch & Lomb buildings to support future bandwidth needs. She explained that based upon this company's successful prior work for the library, combined with their competitive cost estimate, staff further recommend extending their existing agreement to provide additional cabling and connectors, for a cost not to exceed \$3,500 for equipment and installation, to be funded from the RPL Library Automation professional services operating budget. In response to a question, Ms. Harrison explained that when a significant portion of the cost of such projects consists of labor rather than equipment, professional services agreements supported by operating budget funds are utilized rather than cash capital funds. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the proposed amendatory agreement with Tele Data Com, Inc. for the furnishing and installation services as described, for a revised total compensation of \$8,000, with a term extension through June 30, 2018. THE MOTION PASSED UNANIMOUSLY.

**Tri-Delta Resources Amendatory Agreement**

Ms. Harrison reported that Library Automation and Tri-Delta Resources staff have spent the last several months assessing current server and storage needs for the RPL and MCLS; they have determined that there is an immediate need to upgrade the backup target server due to current capacity. She explained that plans call for longer-term recommendations to be incorporated in upcoming capital equipment and professional services planning. Ms. Harrison briefly reviewed the proposed new server and installation services, for a total cost not to exceed \$8,600 to be funded from the RPL Library Automation professional services operating budget. She added that this amendment would increase total compensation under Tri-Delta's current annual agreement to \$11,600. Ms. Harrison further noted that Library Automation Services staff have worked with Tri-Delta Resources staff for many years, and have been very satisfied with the results. A MOTION WAS MADE BY Mr. Wolf AND SECONDED Ms. Baynes to approve an amendatory agreement with Tri-Delta Resources, Inc., for the furnishing and installation services described, for a revised total compensation of \$11,600. THE MOTION PASSED UNANIMOUSLY.

**Acceptance of Founding Era Grant**

Ms. Snow reported that the Central Library's Science and History Division staff had applied for and were notified that they have been selected to receive a \$1,000 grant from the American Library Association and the National Endowment for the Humanities Gilder Lehrman Institute of American History. She explained that the grant program, *Revisiting the Founding Era*, is a three-year initiative designed to bring libraries and their communities together to explore the continuing relevance of the Founding Era of the United States by reading,

discussing, and sharing insights into the writings of Americans who experienced it firsthand. She added that plans call for the \$1,000 award to cover programming costs; the grant activity period runs from June 1 to September 30, 2018. Following brief discussion, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Lovenheim to accept the \$1,000 grant award from the Gilder Lehrman Institute of American History, as described. THE MOTION PASSED UNANIMOUSLY.

### **Rundel Memorial Building Early on November 8, 2018**

Ms. Uttaro announced that the New York Library Association's 2018 annual conference is scheduled to be held in Rochester from November 7 – 10. She reported that requests have started to come in for use of the Central Library facility for various NYLA functions during this time, noting that one of these requests was for the Rundel Memorial Building to host the NYLA Public Libraries Section event, *Author! Author!* that will feature Harry Bliss (author, illustrator and cartoonist). Ms. Uttaro explained that early closing of the Rundel Memorial Building would be helpful in accommodating set up for this event. A MOTION WAS MADE BY Ms. Baynes AND SECONDED BY Mr. Hamilton to approve early closure of the Rundel Memorial Building at 5 p.m. on November 8, 2018, as discussed. THE MOTION PASSED UNANIMOUSLY. Ms. Uttaro added that this event would be open to the public.

### ***Reports***

#### **MCLS Board of Trustees**

Mr. Wolf reported that at its last meeting, the MCLS Board had heard from a member of the public who was advocating for the deaf community; Ms. Uttaro offered to put him in touch with MCLS member library directors to further discuss potential collaborative initiatives. Mr. Wolf further reported that the MCLS Board had welcomed recently appointed trustee, Christopher Corcoran.

#### **Friends and Foundation of the Rochester Public Library (FFRPL)**

Mr. Davis reported that Annual Campaign proceeds to date total approximately \$200,000, noting that the third solicitation letter highlighted Health Central. He noted that the last few Books Sandwiched-In programs were coming up, and added that the live streaming on Facebook was going well. The *Rochester Reads* collaboration with Writers and Books featuring author, Reyna Grande, proved to be highly popular throughout the community; Mr. Davis noted that Writers & Books staff reported record-breaking program attendance. Ms. Uttaro added that over 120 attended the event hosted in Kate Gleason Auditorium. Mr. Davis reported that last Saturday, the presentation by Jennifer Pharr Davis, *National Geographic* Adventurer of the Year, long distance hiker, and author of ***The Pursuit of Endurance: Harnessing the Record-Breaking Power of Strength and Resilience***. Ms. Uttaro and Mr. Davis shared that they had found her to be a highly engaging speaker, and thoroughly enjoyed hearing about her experiences hiking the Appalachian Trail; they estimated nearly 100 had attended the book talk. Mr. Davis added that 60 donors had attended a luncheon held in the Central Library's link level, preceding Ms. Pharr Davis' presentation. He further reported that FFRPL had purchased Empire Passes for New York State Park admission to be included in the MCLS VIP (Very Important Places) Pass program.

Mr. Davis invited all to attend the Sokol Literary Awards ceremony and reception on May 3 in Kate Gleason Auditorium. He also encouraged everyone to share information with friends and family regarding the upcoming *May the 4<sup>th</sup> Be With You* Star Wars-themed event, the first in the *Libraries After Dark* series to be held at the Central Library from 9pm – 12 midnight. In response to a question, Ms. Uttaro explained that this was a pilot event intended to test the feasibility of late-night special events. She noted that other libraries that had held late-night events discovered that first late-night events were lightly attended, with word-of-mouth and other promotion heightening interest resulting in greater attendance at subsequent late-night events. She added that she had also recently learned that individuals in the target demographic (ages 21 – 40) often tend to purchase tickets at the door, rather than in advance.

Mr. Davis reported that in collaboration with Common Ground Health, a Story Walk is being planned for the Sully Branch Library at the Thomas P. Ryan Community Center and Library, similar to the Story Walk at Phillis Wheatley Branch Library. Ms. Uttaro added that this year would mark the 10<sup>th</sup> anniversary of the opening of the Sully Branch Library in this location; time to celebrate!

### **Rochester Regional Library Council**

Mr. Wolf reported that the 2018 Library of the Year awards would be announced at the RRLC annual meeting in June at Casa Larga Vineyards; the next board meeting is scheduled to be held in May.

### **Director's Report**

Ms. Uttaro offered to respond to any questions on her written report (Documents Book). During discussion of the Chester Carlson Patent and Trademark Center patrons who estimated they had saved approximately \$14,000 in research costs by using the library's resources, it was agreed to try to find ways to more widely share such stories with the public and with funders. Ms. Uttaro called attention to the letter circulating around the table from the Mary Cariola Children's Center President and Director of Agency Advancement expressing thanks for the recent donation of handmade sock buddies and lap pads from the Craft-It Forward program. Ms. Uttaro explained that this program series invites patrons to register for a variety of crafting sessions with instructor(s), who provide materials and instruction in creating handmade items that are then donated to local agencies in need of such items.

Ms. Uttaro invited trustees to participate in the process of selecting an artist to create public art in connection with the Rundel Memorial Building terrace project, as previously discussed. Ms. Harrison briefly outlined the process, and Ms. Drury, Mr. Gardner, and Mr. Lovenheim volunteered to serve on the selection committee. Ms. Uttaro passed around the table an updated rendering of the project. Ms. Uttaro asked for a volunteer to participate in the interview process in connection with selecting a successor to Ms. Boldt, who plans to retire this summer. She noted that Ms. Shelley had volunteered from the MCLS Board of Trustees; Mr. Hamilton offered to participate representing the RPL Board.

Ms. Uttaro reported that the most recent ACT Rochester Report Card had been released last week, and encouraged trustees to visit the website to view the data. She noted that public library card holders and library visits were once again included in the report, adding that Rochester and Monroe County ranked well. Ms. Uttaro further reported that the Rochester City School District had once again committed to fund Literacy Aides to work in the libraries during the summer months. During extended discussion, there was consensus among trustees that it would be beneficial to both entities for a liaison from the Rochester City School District Board to attend RPL Board meetings as the RCSD's official representative.

### **Central Library**

Ms. Snow and Ms. Uttaro responded to questions regarding the Pyramid Model training noted in the Director's Report (Documents Book). Explaining that this training model has been developed by the early childhood community, as it addresses trauma-informed care issues, Ms. Uttaro reported that plans call for Ms. Burton to work with Rochester ChildFirst Network to create Pyramid Model training appropriate for the library setting. She added that Ms. Burton has completed the training herself, and believes it will be very beneficial for caregivers. Ms. Uttaro affirmed that once developed for the library environment, the hope is to share this training model with other library systems. She further explained that the collaboration with Rochester ChildFirst Network is helping Central Library staff develop and maintain relationships with early childhood educators; these connections build upon the Raising A Reader experience, and Ms. Uttaro's work with the New York State Early Childhood Advisory Council.

Recognizing that current statistical measures do not comprehensively portray everything that happens in the library, as previously discussed, Ms. Snow reported that in planning for the next budget year, she has been exploring ways to better reflect services and resources provided to patrons that are not currently captured. As an example, she noted that some, but not all, databases provide information on the cost per search conducted;

as this information is impactful with funders, she will explore developing ways to determine search costs for databases that do not offer this information. She added that she has been urging staff to build advocacy efforts into their day-to-day work with patrons; for example, by encouraging patrons who have expressed satisfaction with services provided to contact local and state funders to register the priority they place on library services. She reminded trustees that legislators have demonstrated that they find it more impactful hearing from citizens (including trustees) than hearing from library employees. Ms. Drury commented that as a new trustee, she has been impressed with the volume and quality of human services provided by library staff (in addition to reference services), and appreciates the anecdotes that are included in the reports. Mr. Lovenheim added that FFRPL trustees have also expressed that they enjoy reading the various anecdotes in the monthly reports. Ms. Uttaro replied that library staff appreciate the opportunity to share more information with trustees about their patron interactions in order to enhance trustees' understanding of library activities. During extended discussion, it was agreed that it would be beneficial for the MCLS Advocacy Committee to explore ways to more broadly share the library's impacts on people's lives (beyond current distribution and online posting of the monthly reports), mindful of potential confidentiality issues; online podcasts, potentially produced by imagineYou participants were suggested for consideration.

### **Branch Libraries**

Dr. Reeves offered to address any questions on her written report, and noted that the Branch Facilities and Operations planning process was moving forward, with Hester Street representatives having been in Rochester earlier in the week. There was discussion around the fact that some of the community agency representatives who participated in the meetings had reported that they were unaware of many of the services offered by the branch libraries; each branch library joining the "Next Door" online communities for each neighborhood was suggested as one possible approach to help increase awareness. Dr. Reeves reported on her *Read Across America* experiences at School #57, noting that Shamika Fusco had accompanied her, and was highly engaging with the children; much fun was had by all. She briefly reviewed highlights of the many programs and activities at the branch libraries, including yoga; an inspiring program offered by a professional ballerina, originally from Rochester; and a very popular Easter Egg Hunt. Dr. Reeves further reported on the fourth annual Black Women's Book Festival held at the Phillis Wheatley Branch Library, which this year also included two children's authors. She added that a recent concert offered by the Eastman Youth Jazz Orchestra at Monroe Branch Library had been well-attended, and much positive feedback from attendees was received.

### **Other Business**

Mr. Davis commended Ms. Uttaro for having received the Big Pencil Award from Writers & Books, as well as having been selected as a Woman of Excellence by the *Rochester Business Journal*. Ms. Uttaro noted that she had been pleased that Stephanie Squicciarini had been recognized with a Lifetime Achievement Award at the Writers & Books event; she passed away in March of this year. Ms. Squicciarini was a former Irondequoit Public Library Board President and a librarian at the Fairport Public Library, who was instrumental in pioneering and growing the Teen Book Festival; she is greatly missed by many.

Mr. Lovenheim reported that the FFRPL, in exercising due diligence, was planning to initiate the process of issuing a Request for Proposals for investment managers; Ms. Harrison indicated that she would be in touch on this following today's meeting.

In response to a question from Ms. Benjamin, Ms. Uttaro confirmed that RPL Strategic Plan progress reports would be provided at the January and June meetings of this Board.

### **Adjournment**

A MOTION WAS MADE BY Mr. Karin AND SECONDED BY Mr. Wolf to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 10:15 a.m.

Respectfully submitted,  
Patricia Uttaro for  
Sharon Salluzzo, Secretary