

**Rochester Public Library  
Meeting of the Board of Trustees  
Rundel Memorial Building Board Room  
August 29, 2018  
Minutes**

**RPL Trustees Present:** Baynes, Benjamin, Conklin, Drury Hamilton, Karin, Lovenheim, Salluzzo, Wolf  
**RPL Trustees Excused:** Gardner, Martinez  
**Staff and Guests:** City Law Department Liaison, Meghan McKenna, Esq.; Staff members Davis, Harrison, Reeves, Snow, Suro, Uttaro, Mansour

**Call to Order**

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

**Public Comments**

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

***Action Items***

**Meeting Minutes**

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve the minutes of the June 27, 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 June 9 – August 10, 2018, and reviewed highlights with trustees (Documents Book). Ms. Uttaro responded to a question about security at every branch, clarifying that currently there is security at Arnett Branch and Lincoln Branch. A second question was answered that the minimum age for a Library Page is 16. Following brief discussion, A MOTION WAS MADE BY Mr. Hamilton 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 July, 2018, noting that the Claims detail was shared with the entire Board this month, however, the normal procedure is to share the detail with only the members of the RPL Finance Committee 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. She offered to respond to any questions, and none were raised. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Baynes to approve the monthly financial reports as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

**Member Items, New York State Education Department**

Dr. Reeves highlighted the bullet aid monetary gifts from Senators Robach, Ranzenhofer, and Funke. Mr. Hamilton asked how we send thanks to the Senators and Ms. Uttaro replied that she sends personal notes. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to accept the NYSED member item funding of \$63,000 to support various RPL branch library services, materials and furnishings as described, and amending the 2018-19 Community Budget. THE MOTION PASSED UNANIMOUSLY.

**Allocation of 2017-2018 Annual Campaign Funds**

Ms. Harrison drew attention to the proposed allocations for the \$239,042 raised in the annual campaign. (Document Book). After a brief description of what restricted gifts are, A MOTION WAS MADE BY

Mr. Wolf AND SECONDED BY Ms. Conklin to accept the proposed 2017 – 2018 annual campaign earnings allocation as presented. THE MOTION PASSED UNANIMOUSLY.

**Professional Services Agreement for TASC Tutoring**

Dr. Reeves recapped the Test Assessing Secondary Completion (TASC) agreements as presented (Documents Book). After a brief description on the benefits of the flexibility of our tutoring vs. other tutoring services available to adults from Ms. Uttaro, and a discussion of the recent history of the hourly wages, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve an agreement with James Lynch, for the services described, for an amount not to exceed \$15,200 and a period of September 1, 2018 to June 30, 2019, and approve an agreement with Melissa Parrish, for the services described, for an amount not to exceed \$4,600 and a period of September 1, 2018 to June 30, 2019, and approve an agreement with Charlene Girard, for the services described, for an amount not to exceed \$9,000 and a period of September 1, 2018 to June 30, 2019, as presented. THE MOTION PASSED UNANIMOUSLY.

**Temporary Lease Agreement**

Ms. Harrison summarized the temporary lease agreement proposal with Maguire Properties, Inc. The Shipping and Delivery operations will need to be relocated during the construction of a new loading dock on the Rundel Memorial Building. The tentative schedule is September 15 - November 15, 2018, but she cautioned that this timeframe will likely be shifted to later in the year dependent on the delivery of the components needed for the new dock. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Salluzzo to approve the temporary lease agreement with Maguire Properties, Inc., for an amount not to exceed \$3,000 and a period of two months.

**Additional Hours at Monroe Branch**

Dr. Reeves explained that the Monroe Branch has a Reader’s Theater Group that wishes to perform a “Murder Mystery Night” on Saturday, September 29, 2018, from 7-9 p.m. The Monroe Branch closes at 2:00 p.m. on Saturdays so this would require an additional 2 hours of open time. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Lovenheim to approve the request for two additional open hours for the Monroe Branch.

**Rundel Terrace Artist Selection**

Ms. Uttaro drew attention to the written documentation of the artist recommendation from the selection committee. Before going through the details Ms. Uttaro thanked Ms. Harrison for her organization of the committee and leadership during the selection process. Noting that this was a large endeavor and Ms. Harrison did a great job keeping things organized and keeping the project moving forward. Ms. Drury, a member of the selection committee, added her appreciation. Ms. Harrison then reviewed the selection process as outlined in the written document provided (Documents Book). She also shared the highlights of the presentation from the selected artist, Andrew Dufford of Chevo Studios including some of his thought processes in his design proposals. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Conklin to approve an agreement with Chevo Studios (Andrew Dufford, Principal) for an amount not to exceed \$250,000 with a duration concluding six months after completion and acceptance of the installation as part of the Rundel Library Terrace Reconstruction Project.

***Reports***

**Winton Branch Parking Lot**

Ms. Uttaro brought everyone’s attention to the item write-up in the Director’s Report. The City has been approached by a member of the North Winton Village Association which is interested in discussing the possibility of purchasing the parking lot at the Winton Branch to be used for neighborhood business parking needs. The Mayor has asked for feedback from the Library Board before answering this inquiry. The discussion centered on the struggles experienced in the past with library patrons not being able to access the lot when needed and the trash

(beer bottles, etc.) left behind when late night parking was allowed. Ms. McKenna reviewed the different options of keeping the lot, selling the lot, or leasing the lot. Her recommendation is that selling or leasing the lot are both very risky and would be detrimental to the goal of maintaining easy access to the library by its patrons. The discussion concluded with the Board objecting to the sale of the lot. The consensus was to keep the lot as-is with the current gate and recommend that the neighborhood businesses look elsewhere for parking spaces.

### **MCLS Board of Trustees**

Mr. Lovenheim reported that the highlights of the MCLS Board meeting included appointment of a new President, Mary Joyce D’Aurizio who replaced Mr. Wolf, and a new Vice President, William F. Yust, III.

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

Mr. Davis reported that last fiscal year has ended as of June 30, and the annual campaign raised \$239,042, approximately \$4000 above the goal. The split with the library this year is an increase of 10%. The Foundation has already received \$12,000 for the new fiscal year and the first annual giving letter has not yet been sent out. He then noted that the FFRPL has received a grant of \$15,290 from the Greater Rochester Health Foundation to make a Community Story Walk at Beechwood (at the Ryan Center and Sully Branch), similar to the Story Walk outside the Phillis Wheatley Library but much larger. Rochester Public Library and Friends and Foundation of Rochester Public Library are also partners in the just-announced \$70,000 Corridor of Play Project with Common Ground Health and funded by the Ralph C. Wilson Foundation. Mr. Davis additionally reported that the application submitted several months ago to Ralph C. Wilson Foundation for a three-year, \$250,000 STEM project involving Safe to be Smart and Second Avenue Learning, a local software company, was not won. Mr. Davis announced two gifts from FFRPL volunteers. A current volunteer anonymously gave a stock gift worth \$24,000. And a past volunteer, Paul Callaway, died a few months ago and FFRLP received a bequest of \$50,000. Per FFRPL Board policy, it will be added to the endowment for the permanent benefit of the Library. Lastly, Mr. Davis highlighted the upcoming Libraries After Dark programming that will run in conjunction with the Key Bank Rochester Fringe Festival in mid-September. He passed the fliers for the events around.

### **Rochester Regional Library Council**

Mr. Wolf reported that RRLC will have a staff coordinating meeting next week. They recently completed a successful tech camp conference with over 100 people each day. And lastly, RRLC is accepting applications for participation in the RRLC paid-intern program. Details are available in the Services section on the web site at [www.RRLC.org](http://www.RRLC.org).

### **Director’s Report**

Ms. Uttaro passed around a thank you note from New York State Education Commissioner MaryEllen Elia who visited the Central Library on July 24, and a card from Gail Boldt who recently retired. Ms. Uttaro offered to respond to any questions on her written report (Documents Book). Mr. Lovenheim asked for clarification on the Consolidated Funding Application. Ms. Harrison explained that within the budget for the Rundel Terrace Project, the amount allocated for enhancements is not enough to provide for the kind of historical, interpretive features, signage and kiosks that is desired for the project. The RPL has therefore submitted a Consolidated Funding Application to the New York State Office of Parks, Recreation and Historic Preservation, under the Western Erie Canal Heritage Area for a state grant of \$183,000.

### **Central Library**

Ms. Snow called attention to her written report and offered to respond to any questions (Documents Book). She drew everyone’s attention to the anecdote under the Science & History Division about two businesses helped by the library that competed in the Luminate New York Contest. Positive Science won third place and \$250,000, and Molecular Glass won Audience Choice and \$10,000. She then reported that Jen Lenio has come under her supervision from the branches and is the new Collections Manager. She is working with a new software called Collection HQ that will generate many useful reports and statistics on circulation and may

allow purchasing to become centralized for the branches by tracking use and request trends. She also noted that Cynthia Dana is now the new Patron Services Manager, replacing Jeff Levine.

**Branch Libraries**

Dr. Reeves called attention to her written report and offered to respond to any questions (Documents Book). In response to a question about SAT prep, Ms. Uttaro provided the background information that the library had provided SAT prep through Kaplan free of charge for many years. Kaplan changed their process a few years ago and the classes were no longer free. The libraries stopped provided SAT prep when that change happened. Dr. Reeves highlighted the Branch facilities and Operations Plan Update. Ms. Uttaro asked the Board members to think about how they wish to approach the final report. Do they want a separate meeting or retreat to focus on the recommendations prior to the issuance of the final report? Ms. Conklin suggested that Dr. Reeves send out a survey for feedback and she agreed to do so.

**Other Business**

Ms. Benjamin announced that Meghan McKenna, Esq. will no longer be the City of Rochester Law Department liaison to the RPL Board. Ms. McKenna explained that she has accepted a job as an Administrative Law Judge with the State of NY. Her replacement will be Johanna Brennan, Esq. She thanked everyone for their hard work over the years and expressed her appreciation for the wonderful work the Board does for the library and the community.

**Adjournment**

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 10:37 a.m.

Respectfully submitted,  
Sharon Salluzzo, Secretary