

**Rochester Public Library
Meeting of the Board of Trustees
Rundel Board Room
Minutes
January 31, 2018**

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

Staff and Guests: City Law Department Liaison, Meghan McKenna; Staff members Byrnes, Davis, Harrison, Reeves, Snow, 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 November, 2017 Meeting

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Karin to approve the minutes of the November 29, 2017 meeting as presented (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Personnel Changes

Ms. Uttaro called attention to the Personnel Changes and staffing levels for the period November 13, 2017 to January 12, 2018, reviewed highlights, and responded to questions (Documents Book). She reported that Shelley Matthews had retired in December, after 31 years of dedicated service, noting her leadership in the community literacy initiative. Ms. Uttaro explained that the Substitute Librarians listed in the Resignations section of the report had not been called upon in over one year, and were not anticipated to be needed in the near future; savings would result from eliminating the costs associated with keeping their records in the active payroll file. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton 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 December, 2017, 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 reported that the new levels of APT, AFSCME and CSEA compensation are reflected in the reports, and are within budgeted projections. In response to a question regarding the minimum wage increase, Ms. Harrison explained that the Management Team was still working through the impacts on various titles, including the flattening of compensation levels, and that she would report further at the next meeting. Following brief discussion, A MOTION WAS MADE BY Mr. Wolf 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 December, 2017. THE MOTION PASSED UNANIMOUSLY.

Election of Officers

Ms. Benjamin reported that the current officers were eligible and willing to serve second terms in their

roles, and presented the following slate of candidates:

President	Donna Benjamin
Vice-President	Katherine Baynes
Secretary	Sharon Salluzzo
Treasurer	John Lovenheim

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Martinez to endorse the slate of officer candidates as recommended by the Nominating Committee. THE MOTION PASSED UNANIMOUSLY.

Trustee Appointment Recommendations

Ms. Benjamin reported on behalf of the RPL Nominating Committee that both Ms. Martinez and Mr. Karin had expressed willingness and enthusiasm regarding serving additional terms on the RPL Board; she proposed forwarding their names to the Mayor’s office for consideration of recommendation to City Council for reappointment to this Board. Ms. Benjamin further reported that the RPL Nominating Committee recommends trustee candidates Carolee Conklin and Alinda Drury to fill the two current vacancies. She added that both had previously worked with trustees as official liaisons (from City Council, and the Mayor’s office, respectively), were highly engaged in the community, and enthusiastic about service on this Board. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to forward the trustee candidates’ names (Carolee Conklin and Alinda Drury) to the Mayor’s office as recommended by the RPL Nominating Committee. THE MOTION PASSED UNANIMOUSLY.

RPL Fiscal Year 2017 Financial Audit

Ms. Harrison reported that Freed Maxick, CPAs had completed their financial audit of the 2016-2017 fiscal year, and met with members of the RPL Board’s Finance Committee on December 6, 2017 to review their findings. She noted that copies of the audit report and financial statements had been shared with trustees via e-mail prior to this meeting, and invited Finance Committee members to share with the full Board any additional comments on the audit (Documents Book). Ms. Harrison briefly reviewed the contents of the Report to the Board, noting that it had been deemed a “clean audit” with no significant deficiencies having been identified. She explained the single control deficiency identified by the auditors, as in past years, stemming from the unique relationship between the City and the Library. Following brief discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Lovenheim to accept the financial audit report for the 2016-2017 fiscal year from Freed Maxick, CPAs as presented. THE MOTION PASSED UNANIMOUSLY.

Network Cabling Assessments Agreement

Ms. Harrison explained that cable replacement is currently is eligible for Category 2 (network infrastructure) funding under the federal e-rate program, at up to 85% reimbursement. She added that since the MCLS now files e-rate applications for all member libraries, MCLS-RPL leadership has set criteria for member libraries to participate in evaluating network cables to determine whether the system will submit a multi-site e-rate bid at this time. She reported that there are multiple RPL branch sites with aged network cabling, and five town libraries have also opted to participate in these network assessments. Ms. Harrison further explained that network vendor Tele Data Com, Inc. is recommended to assist with the assessment process by documenting current equipment; providing speed testing of a representative sample of public and staff ports/cables; and examining current cabling runs in each building. She noted that their reporting and cost estimates would assist in the development of the MCLS e-rate bid. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve the proposed professional services agreement with Tele Data Com, Inc. for the services as described for a total amount not to exceed \$4,500, with funding to come from the Library Automation Services operating budget, a

portion of which will be charged to MCLS, and with work to be completed by March 1, 2018. THE MOTION PASSED UNANIMOUSLY.

Rochester Regional Library Council Tech Grant Acceptance

Ms. Snow reported that the Local History & Genealogy Division applied for and received word that it has been selected to receive a Technology Grant from Rochester Regional Library Council to digitize three German language newspapers published between 1851 and 1978. She explained that the digitized files would be added to the New York Heritage website to facilitate public access, noting that few foreign language newspapers have been digitized thus far. She further explained that this will be a pilot project in conjunction with the Rochester Federation of German American Societies and the Northern New York Library Network to test the scanning and readability of vintage fonts and scripts. Following discussion, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to accept the \$9,900 grant from the RRLC for scanning of German language newspapers as described, with project completion expected in spring, 2018. THE MOTION PASSED UNANIMOUSLY.

RRLC Contract for Digitizing German Language Newspapers

Ms. Snow reported that staff recommend contracting with the Rochester Regional Library Council to digitize three German language newspapers published between 1851 and 1978 (approximately 43,000 pages). She explained that plans call for the digitized images and searchable data to be uploaded to the New York Heritage website to facilitate public access, as previously described. She added that the project would be funded by the RRLC grant previously accepted by this Board. Following discussion, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Lovenheim to approve the proposed contract with RRLC for digitizing and uploading the German language newspapers as described, for a total cost not to exceed \$9,900. THE MOTION PASSED UNANIMOUSLY.

ALA American Dream Literacy Initiative Grant Acceptance

Ms. Harrison announced that Branch Library administration and the Winton Branch Library were successful in the competitive *American Dream Literacy Initiative* American Libraries Association (ALA) grant program. She explained that plans call for the Winton Branch Library to provide English for Speakers of Other Languages (ESOL) classes and materials, based on identified needs and current volunteer tutoring occurring on-site. She explained that the \$10,000 grant award will pay for an ESOL instructor and support materials; staff training will be provided to assist in future planning, hosting, and recruiting ESOL programs and classes. Ms. Harrison noted that plans call for weekly four-hour classes from February through June, 2018; proposed professional service agreements will be presented to the Board at its next meeting. She further reported that the FFRPL has agreed to underwrite food and beverage costs for an end-of-class celebration this summer. Following brief discussion, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Hamilton to accept the ALA *American Dream Literacy Initiative* grant award in the amount of \$10,000, as described. THE MOTION PASSED UNANIMOUSLY.

Request to Close the Rundel Memorial Building Early on June 14, 2018

Ms. Uttaro explained the request for early closure of the Rundel Memorial Building at 5:00 pm on June 14 to accommodate set-up for an event planned by the Carlson Patent & Trademark Center staff. She noted that this event would feature Dr. Jason V. Christofaro discussing the National Cancer Institute's "Cancer Moonshot" program. She briefly described this special effort to accelerate cancer research that seeks to make more therapies available to more patients, while also improving early detection and prevention efforts. She added that this event would be targeted to the regional medical community, especially oncologists and cancer researchers. Ms. Uttaro and Ms. Byrnes responded to questions, and following brief discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr.

Hamilton to approve closure of the Rundel Memorial Building at 5 p.m. on June 14, 2018. THE MOTION PASSED UNANIMOUSLY.

Reports

MCLS Board of Trustees

Mr. Wolf reported that the January, 2018 MCLS Board meeting had been cancelled.

Friends and Foundation of the Rochester Public Library (FFRPL)

On behalf of Mr. Davis, Ms. Uttaro reported that all was going well with FFRPL activities and initiatives.

Rochester Regional Library Council

Mr. Wolf reported that the Treasurer was retiring after 24 years of dedicated service.

Reynolds Library Board

Ms. Salluzzo reported that the Reynolds Library Board had met in November, reviewed the Reynolds investment portfolio, and heard reports from RPL and FFRPL representatives. She noted that Reynolds trustees continue to be favorably impressed with library programs, services, and new developments.

Director's Report

Ms. Uttaro and Ms. Snow briefly described the Advantage Plus program offered by Overdrive, the provider/vendor currently providing MCLS e-book content, that the MCLS Directors voted to make available to member libraries. Ms. Uttaro explained that libraries choosing to participate in the program could designate that e-books purchased with their funds could be borrowed only by residents of their towns (as identified by patron zip codes) for a certain period of time. Ms. Uttaro added that not all libraries had elected to participate in this program; among others, RPL has continued to allow e-content to be borrowed by any MCLS library cardholder. There was extended discussion of the benefits and disadvantages of this approach in the context of the system's long history of resource sharing. Ms. Uttaro updated trustees on discussion at the recent City Senior Management Team meeting at which she and Ms. Harrison presented a status report on various library projects. Ms. Uttaro called attention to the news story clippings included with the packet (Documents Book). Ms. Uttaro and trustees, by their applause, expressed thanks to Ms. Benjamin and Mr. Wolf for their recent Letter to the Editor in support of public library advocacy and funding. In response to a comment by Mr. Wolf on the message from a patron (Deb Leary, also a retired librarian who has worked both at the Central and Branch Libraries), Ms. Uttaro noted that she believed her words reflected what the Central Reorganization, begun in 2011, intended to accomplish. Her message included the following. *...Staff seemed relaxed, cheerful and, most notably, focused on public service as they helped me and others. They were preemptively asking if people needed help, were smiling, and were always going above and beyond to fill their customer's needs...*

Central Library

Ms. Snow called attention to her written report and offered to respond to any questions (Documents Book). She reported that Suzanne Macaulay, who had been working in the MCLS office on a part-time basis, had accepted a new position as Director of Clifton Springs Library; she will be greatly missed. Ms. Snow encouraged trustees to consider traveling to Albany on February 28 to participate in Library Lobby Day activities, including visiting with members of the local area state legislative delegation. She announced that a bus had been chartered, and was scheduled to leave the Henrietta Loews parking lot at 5:30 a.m., with plans to return that same evening. Anyone interested in attending should contact her after the meeting. She also encouraged everyone to visit the new exhibit on the first floor of the Rundel Memorial Building. Entitled "Getting Around Rochester;" the display features artifacts and information from the Spencerport Depot & Canal Museum, the New York Museum of Transportation, the Local

History & Genealogy Division, and the Rochester Regional Library Council, and will run through the month of February. Ms. Snow updated trustees on the local television coverage of a literature display at the Winton Branch Library that had been viewed to be inappropriate by some. She explained that when interviewed, she had expressed that the library remains politically neutral, while the display's intent had been to feature works that people might not otherwise be familiar with, along with information about the cultural heritage of the authors' countries of origin. During discussion with Ms. McKenna regarding social media usage, it was agreed that staff would explore developing a formal code of conduct for social media, analogous to the code developed for in-person visitors to library facilities.

In response to an inquiry from Ms. Benjamin, Dr. Reeves noted that she had received notification that the AmeriCorps program would not be funded for the next cycle; the reason for this has not yet been provided. She added that staff were exploring how to continue some of the good work initiated under this program following the end of the current term. Dr. Reeves further reported that she had been selected to become a member of United Way's Community Impact Cabinet, and a member of The Charles Settlement House Board. She noted that she looks forward to working with these worthy organizations.

Branch Libraries

Dr. Reeves updated trustees on various programs and activities, and briefly reviewed branch library monthly statistics (Documents Book). Dr. Reeves and Ms. McKenna briefly described the background leading to the decision to erect a gate that restricts access to the Winton Branch Library parking lot when the library is closed, and summarized the current situation, including concerns expressed by the neighborhood association. Dr. Reeves called attention to the document distributed at the meeting outlining services offered and capabilities of Hester Street, selected to consult in developing the Branch Library Facilities and Operations Plan; they will assist in gathering information to determine whether the branch libraries are currently in optimal locations and optimally meeting the needs of their communities. Mr. Lovenheim noted that of those responding to the Request for Proposals, Hester Street appeared to be the most sensitive and aware of issues faced by urban libraries, and would be a good fit for this project. Dr. Reeves called attention to the "Branch Library Facilities and Operations Master Plan - Summary of Activities, Deliverables, and Desired Outcomes" document included with the packet, and noted that Lois Giess, former City Council member and president, has joined the Branch Plan Advisory Committee.

Other Business

Ms. Benjamin commended staff on the new RPL logo, calling attention to the business cards provided for trustees featuring the new design.

Adjournment

A MOTION WAS MADE BY Ms. Salluzzo AND SECONDED BY Mr. Hamilton to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 10:50 a.m.

Respectfully submitted,
Sharon Salluzzo, Secretary