

**Rochester Public Library  
Meeting of the Board of Trustees  
Rundel Board Room  
Minutes  
March 28, 2018**

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

**RPL Trustees Excused:** Martinez

**Staff and Guests:** City Council Liaison, Elaine Spaul; City Law Department Liaison, Meghan McKenna; Staff members Byrnes, 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 9:00 a.m. and welcomed trustees and guests. She congratulated Ms. Conklin on her recent appointment by City Council to this board, noting that the trustees also wished to acknowledge and thank her for her dedicated service in her previous role of City Council Liaison. To the sound of applause, Ms. Conklin was presented with a card catalog drawer plaque and fresh flowers. Ms. Conklin noted that she was delighted to have been appointed to the board; public libraries are very special to her; and she looks forward to working with trustees and staff moving forward.

***Action Items***

**Minutes of the February, 2018 Meeting**

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the minutes of the February 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 February 12 to March 9, 2018, and reviewed highlights with trustees (Documents Book). She reported that the current full-time Central Library vacancy would be filled on July 1, the start of the next fiscal year. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Baynes 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 February, 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 revenue from fines and fees was continuing to be closely tracked; she reported that recent receipts for both the Central and Branch Libraries were somewhat below revised projections. She further reported, however, that online fines and fees were slightly higher than projections, adding that online receipts are distributed among MCLS member libraries based upon populations in each service area. Responding to a question from Ms. Conklin regarding overtime expenses, Ms. Harrison explained that since the Central Library was no longer open on Sundays, overtime was significantly reduced from prior years' levels. Overtime for branch library staff, she further explained, resulted primarily from extended open hours in connection with the

City's Cool Sweep program, during which certain branch libraries are designated as sites for the public to seek relief from hot weather conditions. Ms. Harrison clarified the status of trust funds in response to questions, and following discussion, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf 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 February, 2018. THE MOTION PASSED UNANIMOUSLY.

### **Naming of Art Gallery in Hacker Hall**

Ms. Uttaro explained the proposal to name the renovated art gallery space in the Rundel Memorial Building's Harold Hacker Hall in honor of Anthony Mascioli. She noted that his bequest of approximately \$500,000 to the Rochester Public Library via the Friends & Foundation of RPL will have a significant impact; his wish was that the library would use his gift to create programs and exhibits celebrating the LGBTQ community. Ms. Conklin and Mr. Hamilton inquired regarding guidelines around naming rights; Ms. Uttaro offered to share the updated document at the next Board meeting. Following brief discussion, A MOTION WAS MADE BY Ms. Conklin AND SECONDED BY Mr. Wolf to approve the art gallery space in Harold Hacker Hall to be named *the Anthony Mascioli Gallery*. THE MOTION PASSED UNANIMOUSLY.

### ***Reports***

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

Mr. Lovenheim reported that at its last meeting, the MCLS Board had authorized expense payments, and received a presentation by Ms. Harrison regarding cabling in connection with the federal E-rate program.

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

Mr. Davis announced that proceeds from the recent Huge Book Sale event, beloved by the community, totaled approximately \$7,500. He noted that this was slightly above last year's total, in spite of the sale being one day shorter in duration. He expressed gratitude to the many volunteers who assisted with this effort. He further reported that Annual Campaign proceeds to date total approximately \$184,000, on trend with last's year status at this time. Mr. Davis noted that approximately 75 individuals attended the recent Anthony Mascioli Rainbow Dialogues, a one-day archival records conference featuring a keynote speaker from the Smithsonian Institution. He added that this initiative represented a successful collaboration among FFRPL, the Local History & Genealogy Division, and the Out Alliance (formerly the Gay Alliance); many archival materials are in the process of being transferred to the library from the Out Alliance's collection. Mr. Davis explained that the event had been named in honor of Anthony Mascioli in recognition of his generous bequest to the library. Mr. Davis invited all to attend today's Rochester Reads 2018 event (a collaboration with Writers & Books) later today in Kate Gleason Auditorium featuring Reyna Grande, author of *The Distance between Us*. Ms. Snow added that plans call for the podcast to be available online approximately one week following the event.

#### **Rochester Regional Library Council**

Mr. Wolf reported that the Library of the Year voting will be open from April 8 – 21; the winning public, school, and academic/special libraries will be announced at the RRLC Annual Meeting in June.

#### **Director's Report**

Ms. Uttaro offered to respond to any questions on her written report. Ms. Benjamin commended Ms. Uttaro and staff for the many anecdotes featured in the report, noting that these stories demonstrate that the library provides significantly more to the community than reading resources. Ms. Baynes expressed her thanks for Ms. Uttaro having followed up on the required financial disclosure form recently received by each trustee from the City. Ms. Conklin provided background information on the state legal

requirements resulting in the development of the revised form, significantly more detailed than in the past. Ms. Uttaro added that the Mayor had recently indicated that she would explore the possibility of a different form that would be adequate for volunteer board members; until more information is available on this, Ms. Uttaro suggested that trustees hold on submitting their completed forms.

Ms. Uttaro invited trustees to consider attending the YWCA Stand Against Racism conference on the morning of April 12; there is one open seat at the library's table, and anyone interested should contact her after the meeting. She called attention to the press release summarizing results of a 2018 survey conducted by the Siena Research Institute; results include that 75% of New Yorkers believe that public libraries are a critical resource for finding trustworthy information (Documents Book).

Mr. Davis reminded trustees of the Harold Hacker Fund for the Advancement of Libraries grant that was received to support a collaborative project among RPL, Henrietta and Gates public libraries: *Libraries After Dark*. He explained that the concept behind the project was to experiment with the feasibility of late night activities in the libraries with a target audience of adults aged 21 and older. He added that two events were scheduled to be held at the Central Library; one at Gates Public Library; and one at Henrietta Public Library. He briefly described the first in the series to be held at the Central Library, scheduled for May 4; this Star Wars-themed event is called "May the 4<sup>th</sup> Be with You." Activities will include an Escape Room (solve the puzzle before the Death Star wreaks destruction); Princess Leia-themed hair styling and character-themed makeup; a Jedi Academy (where participants will learn to fight with light sabers); and rarely seen cult classic Star Wars movies, including the "Christmas special" featuring original cast members. He announced that tickets for this event went on sale today (\$10 each), and publicity will be forthcoming later this week. Ms. Uttaro noted that Henrietta Public Library's event was tentatively scheduled for August, with the Central Library's September event to coincide with the Fringe Festival. She added that Gates Public Library's late night event, Monsters' Ball, was scheduled for October, 2018.

Ms. Uttaro and Ms. Harrison reported on recent discussions with a potential library café operator, who has extensive restaurant experience in the City of Rochester, and has expressed interest in the library café space.

Ms. Uttaro and Ms. Benjamin introduced and welcomed Elaine Spaul, who has been appointed as the City Council Liaison to the RPL Board of Trustees, and arrived at this time.

Ms. Uttaro updated trustees on the fines elimination initiative on children's and young adult materials. She reported that library card registrations had increased since the program's start, especially the young explorers' card for the youngest borrowers. She added that borrowing by children and teens was continuing to increase since the program began. Ms. Uttaro further reported that she and Ms. Burton were exploring the establishment of an "education card" for teachers who either teach or live in the city; this card category would feature extended loan periods; no fines on overdue materials; and free holds. Ms. Uttaro added that they were also considering a "clean slate" card for ex-offenders returning from prison; Outreach Staff would work with ex-offenders who wish to borrow materials and cannot pay their fines, issuing new, restricted cards for a one-year period.

Ms. Uttaro passed around the table pins featuring core library values, including: democracy; diversity; access; social responsibility; professionalism; confidentiality; lifelong learning; education; and privacy, among others.

### **Central Library**

Commenting on Ms. Snow's written report, Mr. Hamilton noted that there are currently relatively few

sites downtown appropriate for hosting a blood drive; perhaps holding such an event at the library would be helpful. Ms. Snow elaborated on Ms. Byrnes' suggestion, included in the written report: following her meeting with a Red Cross representative, Ms. Byrnes suggested holding blood drives at each MCLS member library and promoting these events as a contest to see which library's patrons and staff could donate the most blood throughout 2019. Ms. Snow reported on Library Advocacy Day in Albany, noting that the MCLS group joined an excellent turnout in the well of the legislature for the rally. She added that the strong turnout seemed to create a positive impact on the legislators present. The MCLS group met with members of the local area delegation, and returned the same day. Ms. Snow updated trustees with information on recent Senate and Assembly bills, both of which restored library funding at various levels that had been cut by the Governor's initial budget proposal, noting that these were good indications that the legislators acknowledge the importance of public libraries. She added, however, that it was still important to contact legislators individually, as several had initially indicated that this would be a particularly challenging budget year.

Dr. Reeves reported that the Take Your Child to the Library Day had been very well-received and well-attended. She noted that the VIP (Very Important Places) passes were being promoted with Raising a Reader families. Dr. Reeves reported on her attendance at the PLA conference last week, noting that she was pleased to note that in many areas, RPL compares very favorably with libraries from other regions. In response to an inquiry regarding "door count," Dr. Reeves and Ms. Uttaro briefly described the various technologies currently in use by member libraries, and the challenges presented by each of the options. Ms. Uttaro recounted instances in which member libraries have installed new/different equipment, and began to record significantly higher attendance; as an example, some equipment counts a group of individuals walking in together as only one person.

### **Branch Libraries**

Dr. Reeves responded to questions from trustees, and reported on plans for use of the American Library Association's American Dream \$10,000 grant, including offering expanded English for Speakers of Other Languages classes. She noted that classes currently offered by Ibero fill up quickly, and overflow students are often referred to branch libraries. Ms. Uttaro added that Winton has more convenient space for these classes than some of the other branch libraries. Dr. Reeves reported on the very successful Frederick Douglass birthday celebration held recently, which attracted over 1,200 attendees. She further noted that the temporary security guard assigned to the Lincoln Branch Library was continuing to be very helpful; patrons are adapting well to the new restroom guidelines. Dr. Reeves updated trustees on the Branch Facilities Planning process, noting that the consultants (Hester Street) have already held several key interviews, and work is continuing. She reported on her work as a Charles Settlement House Board member, noting that her recent opportunity to serve meals had been very gratifying. She further reported that her current work as member of the United Way's Community Impact Cabinet is focused on participating in their developing a new strategic plan. Dr. Reeves invited everyone to the Arnett Branch Library for a special event on Saturday, beginning at 12 noon, featuring eleven-year-old Taleah, author of "Puppy Love" and recent winner of at 2018 Roc Award.

### **Adjournment**

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

Respectfully submitted,  
Sharon Salluzzo, Secretary