

**Rochester Public Library  
Meeting of the Board of Trustees  
Phillis Wheatley Community Library  
Minutes  
May 30, 2018**

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

**RPL Trustees Excused:** Martinez

**Staff and Guests:** City Law Department Liaison, Meghan McKenna, Esq.; Staff members Frankunas, Fuss, Harrison, Reeves, 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. noting that she was delighted to be holding this meeting in one of the RPL's branches, the Phillis Wheatley Community Library.

**Welcome to Phillis Wheatley Community Library**

Ms. Frankunas welcomed trustees and guests, and briefly shared highlights from the history of Phillis Wheatley Community Library, current activities and special events. She noted that the library had been built in 1971; subsequently, its name was changed from Genesee Branch Library to honor the first published African-American poetess. Ms. Frankunas added that the very popular Story Walk was now one year old; and that work was scheduled to begin on the community garden next week, with help from a 19<sup>th</sup> Ward community group.

***Action Items***

**Minutes of the April, 2018 Meeting**

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Conklin to approve the minutes of the April 25, 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 April 9 – May 11, 2018, and reviewed highlights with trustees (Documents Book). Following brief discussion, A MOTION WAS MADE BY Mr. Lovenheim 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 April, 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. She reviewed highlights of both the central and branch library reports. Ms. Harrison noted that staff typically wait to fully expend available funds from the trust accounts until the conventional budget funds have been fully utilized as the end of the fiscal year approaches. Following brief discussion, A MOTION WAS MADE BY Mr. Lovenheim 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 April, 2018. THE MOTION PASSED UNANIMOUSLY.

### **Central Library 2018-19 Budget Update**

Ms. Harrison reported that since RPL Board approval of the Central Library budget in February, the New York State budget has passed, restoring the Governor’s proposed 4% cut in public library aid plus an additional 1% increase over 2017 aid levels. She explained that the RPL Board-approved budget had reflected the proposed funding decrease. Ms. Harrison called attention to the amended budget documents included with the packet, noting that the approved state budget will result in a materials budget increase for the Central Library of \$8,500 over the previously approved budget (Documents Book). Ms. Drury arrived during this discussion. Ms. Harrison further noted that the estimated \$19,000 in revenue from a café operator had been removed from the amended budget. She explained that there is not a viable candidate for lease of the café space at this time. She noted that the downtown area has changed considerably over the last few years, and that four new food retail establishments were scheduled to open within a two-block radius of the Central Library over the next few months. She and Ms. Uttaro responded to questions and briefly discussed alternative options being explored, including use of the space with partner service agencies for non-traditional food services, adding that the library is continuing to work with a real estate broker to identify a qualified café lease candidate. Following further discussion, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Conklin to approve the amended 2018-19 Central Library budget as presented. THE MOTION PASSED UNANIMOUSLY.

### **Community Library 2018-19 Budget Update**

Ms. Harrison explained that since New York State aid has a small impact on the Community Library budget, the RPL Board-approved plan reflected flat state aid; the increase in aid to public libraries in the New York State Legislature-approved budget results in an approximate increase of \$1,000 for the branch libraries. She called attention to the amended revenue document, noting that it reflected a recommended reduction in fine and fee revenue by an amount equivalent to the state aid increase (Documents Book). She responded to questions, and following brief discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the amended 2018-19 Community Library budget. THE MOTION PASSED UNANIMOUSLY.

### **2018-19 Central Library Development Aid**

Ms. Harrison called attention to the proposed budget for expenditure of Central Library Development Aid (CLDA) for the 2018-19 fiscal year included with the packet, noting that the 1% increase over 2017-2018 (Documents Book). She briefly reviewed plans with trustees, and following brief discussion, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve the Central Library Development Aid spending plan for the 2018-2019 budget cycle. THE MOTION PASSED UNANIMOUSLY.

### **Additional Open Hours for Arnett and Douglass Branch Libraries**

Dr. Reeves explained that the proposed 2018-19 budget includes full-time youth/children’s services librarians at both the Arnett and Frederick Douglass branches. She added that these proposals were paired with requests from the Branch Supervisors to increase the weekly open hours at each location by four hours per week. She called attention to the June Director’s Report for the specific, proposed new hours of operation (Documents Book). Following brief discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Salluzzo to approve the new operating hours for the Arnett and Frederick Douglass branch libraries as proposed, to become effective on July 1, 2018. THE MOTION PASSED UNANIMOUSLY.

### **Request to Close Rundel Memorial Building Early on November 15, 2018**

Ms. Uttaro explained that the annual Friends & Foundation of RPL Publishers’ Circle Dinner is scheduled for Thursday, November 15, and they have requested early closure of the Rundel Memorial Building on that day to facilitate setting up for this event. A MOTION WAS MADE BY Mr. Wolf AND SECONDED

BY Mr. Hamilton to approve the closure of the Rundel Memorial Building at 3 p.m. on Thursday, November 15. THE MOTION PASSED UNANIMOUSLY.

### **2017 RPL Annual Report to New York State**

Dr. Reeves called attention to highlights from the 2017 RPL Annual Report to New York State included in the June Director's Report (Documents Book). She briefly reviewed several key statistics, and responded to questions. In response to a question, Ms. Uttaro noted that the Public Library Association (PLA), a division of the American Library Association (ALA) has a benchmarking tool, which the Hester Street consulting firm has utilized in its work supporting the Branch Library Facilities and Operations planning process. Following discussion, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve the 2017 RPL Annual Report for submission to the New York State Education Department's Division of Library Development, as required. THE MOTION PASSED UNANIMOUSLY. In response to a request from Mr. Wolf, Ms. Uttaro confirmed that the full annual report document would be forwarded to trustees for review via e-mail later today.

### ***Reports***

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

Mr. Lovenheim reported that the MCLS Board had met at the Irondequoit Public Library for its May meeting. He added that the MCLS Board had also reviewed and approved the updated Central Library budget for fiscal year 2018-2019, with similar discussion. He further reported that the MCLS Board had approved the MCLS 2017 Annual Report, as well as a professional services agreement to facilitate the Seymour (Brockport) Public Library's Director to attend the upcoming TLC-CARL Users' Conference, representing MCLS. He added that there was also discussion regarding the Central Library's café space.

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

Ms. Fuss, FFRPL's Director of Advancement, expressed thanks to all who had already contributed toward the Annual Campaign, noting that to date, approximately \$218,000 had been raised since the current campaign began on July 1. She added that over the last few months, FFRPL staff members have worked with library staff on ten grant proposals, and briefly described several:

- \$1,000 to expand the Arnett Branch Library book murals;
- \$1,500 uprising (from Humanities New York) for Local History & Genealogy staff to convene community partners around a major exhibition celebrating the 50<sup>th</sup> anniversary of the Stonewall LGBTQ Rights;
- \$12,500 to support additional part-time mentoring support in Teen Central's imagineYOU lab (from the Farash Foundation);
- \$15,000 (from the Greater Rochester Health Foundation) to create a Community Story Walk at the Sully Branch Library at the Thomas P. Ryan Community Center;
- \$41,000 (from the Chase Rippey Trust) to help fund converting a current part-time librarian to temporary full-time status to support Raising a Reader early childhood activities based at the Phillis Wheatley Community Library.

Ms. Fuss further reported that just last week, FFRPL had been invited to apply for Round 2 funding of \$250,000 over three years from the Ralph C. Wilson Foundation for the *Game Changers* project, working with *Safe To Be Smart* staff and 2<sup>nd</sup> Avenue Learning to improve Rochester City School District students' STEM learning performance.

She noted that the 62<sup>nd</sup> season of Books Sandwiched-In had closed; beyond those in the Kate Gleason Auditorium audience, hundreds of additional people have viewed programs via Facebook live streaming and YouTube archives with closed captioning, accessible from the FFRPL.org website. Ms. Fuss reported on the very successful 32<sup>nd</sup> Sokol High School Literary Awards reception held earlier this month. She added that compilations of the winning entries were available for those interested. She reported on the first of the

Libraries After Dark events at the Central Library: *May the 4<sup>th</sup> Be With You* was a Star Wars-themed event held from 9 p.m. until midnight. She explained that a series of pilot late-night programs was made possible by a grant from the Harold Hacker Fund for the Advancement of Libraries, with matching funds from FFRPL. Ms. Fuss reported that 165 tickets were sold for this first Libraries After Dark event, yielding \$1,300, and the Library Store was open during the event with aggregate Store proceeds for the day totaling double the typical daily sales average. She added that there was a wide diversity in ages, ethnicity, and several attendees sported elaborate Star Wars-themed costumes. Ms. Fuss reported that the next Libraries After Dark event to be held at the Central Library would take place during the Rochester Fringe Festival in September; more information will be shared as plans are finalized. In response to a question, Ms. Fuss confirmed that in connection with the Roc the Riverway initiative, plans are in the early stages to develop a “Corridor of Play” between The Strong and the Genesee River; as the Central Library is located along this route, library representatives will learn more about this proposal at a meeting scheduled for next week. Ms. Fuss invited all to attend Jazz Duets programs scheduled for Tuesdays at noon in the Dorris Carlson Reading Garden during June, and additional jazz performances offered June 25 – 29 at noon during the Xerox Rochester International Jazz Festival.

### **Rochester Regional Library Council**

Mr. Wolf reported that Dr. Peter Knapp, MCLS Trustee, had been nominated for the office of President of the Rochester Regional Library Council’s Board of Trustees. Mr. Wolf encouraged all to attend the RRLC’s Annual Meeting scheduled for June 7 at Casa Larga Vineyards. He added that Irondequoit Public Library would be recognized as Public Library of the Year, and that Phillis Wheatley Community Library had won Honorable Mention.

### **Reynolds Library Board**

Ms. Salluzzo reported that the Reynolds Library Board had met on May 8, and heard reports from the library and FFRPL, as well as from the Reynolds Investment Committee. She noted that this Committee continues to work closely with professional portfolio managers to optimize the performance of the Reynolds’ investments for the benefit of Rochester Public Library. Ms. Salluzzo reported that following the vote affirming the transfer of the customary distributions for the next fiscal year from the Reynolds investment portfolio to RPL in accordance with the Reynolds Investment Policy, Ms. Uttaro was asked if there was anything new on the horizon for consideration of special funding. Ms. Salluzzo reported that Ms. Uttaro immediately responded in the affirmative, and described “Go Chip Beams.” Ms. Salluzzo briefly described Go Chip Beams, relatively new devices for lending movies and television series. She noted that each GoChip Beam contains a Wi-Fi router, rechargeable battery, and solid state storage preloaded with five feature length movies or an entire season of a television series, all enclosed in a 3.5” x 1” stick. After the user downloads an app, and connects to the GoChip Wi-Fi signal, up to eight simultaneous users (within a 75 foot radius of the device) may stream any movie or episode stored on the GoChip to Apple and Android tablets and mobile devices, as well as to Mac and Windows laptops and desktops. Ms. Salluzzo and Ms. Uttaro responded to questions about the library lending these devices, and Ms. Salluzzo noted that she was delighted to report that the Reynolds Library Board had voted in favor of funding a \$5,000 pilot project for the Central Library’s Reynolds Media Center to purchase and lend these devices to patrons (80 Go Chip Beams may be purchased with these funds). Ms. Uttaro noted that this pilot project was in keeping with the Reynolds Library Board’s history of supporting new and innovative approaches and technology to facilitate the library determining viability for potential future investment.

### **Director’s Report**

Ms. Uttaro offered to respond to any questions on her written report (Documents Book). She announced that the data sharing agreement with the Rochester City School District, approved by this board last year, had been finalized. She added that implementation of this agreement will help determine the impact of student library use on school performance. She added that implementation of a check-in system for library programs is being

explored so that school performance impact of student participation in library programs may also be tracked. Ms. Uttaro expressed gratitude to Ms. McKenna for her invaluable assistance. Ms. Uttaro briefly described a potential summer program, based on “Kindness Rocks,” which would encourage people to hide or otherwise leave books in public venues for others to find and read; folks finding the books would be encouraged to post photos online. She added that last year was the first “Hide A Book Day” and noted that this program would be developed for all ages; stay tuned for more information. Ms. Uttaro reported that interviews for Ms. Boldt’s position are scheduled to begin next week; she expressed thanks to Mr. Hamilton and Ms. Shelly (from the MCLS Board) for their participation in the selection process.

### **Central Library**

Ms. Uttaro noted that Ms. Snow had a schedule conflict and was unable to attend today’s meeting. She invited all to visit the Whalemobile exhibit scheduled for June 23 at the Central Library; this life-sized, walk-through exhibit was organized by Ms. Byrnes. Ms. Uttaro further reported that Ms. Snow and Ms. Byrnes were exploring the possibility of bringing another new exhibit to the Central Library. She explained that they were scheduled to meet with a “Peace Correspondent” for the City of Nagasaki, who is also a member of the Cornell University faculty, who will serve as their contact to plan for a Hiroshima/Nagasaki Atomic Bombing exhibit. She explained that the exhibit is sponsored by the Hiroshima Peace Memorial Museum, and is hosted in one or two cities each year, noting that the exhibit contains 30 wall-mounted prints and additional artifacts. Dr. Reeves reported on the very successful Teen Central first year anniversary party, and thanked all who attended. Ms. Uttaro thanked trustees for their prompt responses regarding closure of the Central Library on Saturday, May 19 due to street closures surrounding the Central Library for the Twilight Criterium. She noted that in prior years, this event had been held in August, when the Central Library is closed on weekends.

### **Branch Libraries**

Dr. Reeves reported that she and her staff are very enthusiastic about the grant projects that Ms. Fuss outlined in her report, and are very grateful for FFRPL staff assistance in seeking this vital funding support. Dr. Reeves further reported that Hester Street representatives were scheduled to visit in late June to review their survey findings with staff. In response to trustee comments, Dr. Reeves offered to check on Hester Street staff availability to offer a brief summary report at this board’s June meeting; their final report is scheduled for completion in August. Dr. Reeves reported on the recent Branch Retreat, where Branch Library Coordinators, Site Supervisors, and Outreach staff (Ms. Lydon and Ms. Fusco) discussed key performance indicators. She added that there was in-depth discussion exploring how to become more strategic and intentional around services offered. She reported that Mr. Gogniat had indicated his plans to resign from his position at Lincoln Branch Library; he will be greatly missed. Dr. Reeves noted that she will work with Ms. Suro to fill this position.

### **New Business**

Mr. Hamilton, who is also Vice President of the FFRPL Board of Directors, reported that the FFRPL Board has established a team to develop a Request for Proposals for investment management services. He explained that while the FFRPL Board is not dissatisfied with the current investment manager, an evaluation and survey of potential alternative options had not been conducted in a number of years. Mr. Hamilton added that Mr. Lovenheim was serving as a member of this FFRPL team, which had established an ambitious timeline for completion of this process. There was discussion around the RPL Board pursuing a parallel process, particularly since both boards currently consult the same investment manager. Ms. Harrison pointed out that the City has a set of guidelines that RPL must follow; and it will be necessary to determine scope and deliverables, mindful that the two organizations may have differing investment objectives. There was consensus that an RPL team should be established to explore these issues, and that there would likely be two separate RFPs issued for the two entities, however, with each referencing the other’s proposal. Following discussion, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to establish a committee of the RPL Board to develop an RFP for

investment management services. Ms. Benjamin asked for volunteers; Mr. Lovenheim, Ms. Conklin and Mr. Wolf volunteered to serve on this committee. It was agreed that Ms. Harrison would provide staff support to this committee. Following discussion, THE MOTION PASSED UNANIMOUSLY.

**Adjournment**

The meeting was adjourned by consensus at 10:25 a.m.

Respectfully submitted,  
Sharon Salluzzo, Secretary