Meeting of the Board of Trustees  
Rundel Memorial Building Board Room  
January 30, 2019  
Minutes  


RPL Trustees Excused: C. Conklin, W. Martinez  

Staff and Guests: city law department liaison, Johanna Brennan, Esq., city council liaison, Elaine Spaull, FFRPL liaison, N. Davis, staff members, K. Powell, J. Lee, S. Snow, A. Suro, P. Uttaro, D. Mansour  

Call to Order  

Ms. Benjamin called the meeting to order at 9:04 am and welcomed trustees, staff, and guests.  

Public Comments  

There were no members of the public in attendance who wished to address the Board.  

Action Items  

Meeting Minutes  

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

Personnel Changes  

Ms. Suro called attention to the personnel changes and staffing levels for the period November 10, 2018 – January 11, 2019, (Documents Book) and reviewed highlights with trustees. She noted that Donna Widera’s years of service were erroneously left off the report and Donna is retiring after 20 years. 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 January 2019 (Documents Book) and reviewed highlights with trustees. She noted that the Finance Department is pleased with how the City of Rochester is now helping the
Central Library to estimate the overall benefits. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Karin to approve the monthly financial reports as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

**Nomination for Reappointment to the Board**

Ms. Baynes informed the Board that the Nominating Committee recommends the reappointment of Trustee Donna Benjamin for an additional 5-year term to expire December 31, 2023. If approved by this Board, the recommendation will be forwarded to the Mayor’s Office for consideration by City Council. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve the recommendation for appointment of Donna Benjamin to a 5-year term as RPL Trustee. THE MOTION PASSED UNANIMOUSLY.

**Nomination of RPL Officers for 2019**

Ms. Benjamin reported to the Board that the Nominating Committee puts forth the following recommendations for Board Officers for 2019:
- Katherine C. Baynes, President
- Donna P. Benjamin, Vice-President
- Sharon Salluzzo, Secretary; Reynolds Board Liaison
- John E. Lovenheim, Treasurer; MCLS Board Liaison

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve the slate of officers as presented. THE MOTION PASSED UNANIMOUSLY.

**RPL FY18 Audit**

Ms. Benjamin tabled this item because the Trustees did not receive the documents to review due to a clerical error.

**Request for Special Event Hours on April 5**

Ms. Uttaro asked the Board to close the first floor of the Rundel Memorial Building at 4:00 pm on Friday, April 5, 2019, to accommodate the opening of the *Stonewall: 50 Years Out* exhibit. The Local History division and the FFRPL have worked with a group of local organizations to develop this exhibit commemorating the 50th anniversary of the Stonewall uprising. The first floor of Rundel would close at 4:00 pm to allow for set up for the exhibit opening and reception later that evening. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve closing the Rundel first floor at 4:00 pm on April 5. THE MOTION PASSED UNANIMOUSLY.

**Grant Acceptance, ALA/ALSC Strengthening Communities through Libraries Grant**

Ms. Harrison explained the Central Library Children’s Division is a successful applicant in a competitive American Libraries Association (ALA), Association for Library Services to Children (ALSC) grant program. Ms. Powel went on to explain the Division will partner with Girl Scouts of Western New York to provide after-school STEAM (science, technology, engineering, art, math) programming for 25 girls ages 7-11 years old by facilitating a new Girl Scout troop at the Central Library or another agreed, accessible location. The $5,000 grant award will pay for a
service/program agreement with the Girl Scouts, bus passes for participants, and library materials to supplement programs. The program will be offered weekly for 60 to 90 minutes from January through June 2019, for a total of approximately 24 sessions with the troop. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Baynes to approve acceptance of an ALA/ALSC grant award of $5,000 for the purpose and services described. THE MOTION PASSED UNANIMOUSLY.

**Agreement, Girl Scouts of Western New York**

Ms. Harrison explained that as described above, the Girl Scouts of Western New York shall be lead organizer and facilitator for the ALA/ALSC grant. As part of the agreement, the Girl Scouts shall provide outreach and marketing services, an on-site facilitator for all STEAM programming for the program duration, all program supplies and materials, and administration of pre and post surveys to inform continuation of the programs and use in future sessions. All materials shall be reimbursed at cost through the agreement. The cost of the agreement is $2,650, paid for under the grant. The balance of the grant shall be used for bus passes and library materials as described. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve a Professional Services Agreement with Girl Scouts of Western New York, for the services described, for an amount not to exceed $2,650. THE MOTION PASSED UNANIMOUSLY.

**Monroe Branch Food for Fines**

Ms. Uttaro explained the Monroe Branch Supervisor has proposed a month-long program called "Food for Fines" where patrons may donate food to satisfy outstanding fines. One item donated would earn $1.00 off in fines; lost items are not eligible for a reduction in the program. All items donated will go to support the Monroe Food Cart, which debuted in early January. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve the Monroe Branch “Food for Fines” program for an upcoming month in 2019. THE MOTION PASSED UNANIMOUSLY.

**Renaming Chester F. Carlson Patent & Trademark Center**

Ms. Uttaro asked the Board to consider a proposal to rename the Chester F. Carlson Patent & Trademark Center to The Carlson Center for Intellectual Property. Center Supervisor Jennifer Byrnes suggests that "intellectual property" better represents the Center because its work includes patents, trademarks, design marks, sound marks, copyright, and more. Many of our patrons have a need for both patent and copyright information. Changing the focus to "intellectual property" better represents the scope of the services provided. A draft logo for the Center is included in the Director’s Report (Documents Book). A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Salluzzo to approve renaming the Chester F. Carlson Patent & Trademark Center to The Carlson Center for Intellectual Property. THE MOTION PASSED UNANIMOUSLY.

Ms. Powell left the meeting at 9:23 am.
Discussion Items

Ms. Uttaro explained that the RPL bylaws were last revised in 1994. In consideration of the changes in NYS Standards for Libraries around policy review and revision, she asked that the Board appoint an ad hoc committee to review the current bylaws and recommend revisions. Ms. Uttaro also sent a copy of the current bylaws to City Attorney, Johanna Brennan for review. Ms. Drury, Mr. Karin, Mr. Wolf, and Ms. Brennan volunteered to make-up the review committee. Ms. Mansour will organize a meeting for the ad hoc bylaws review committee.

Reports

Rochester Public Library Liaison to the Monroe County Library System Board

Mr. Lovenheim reported that business conducted at the MCLS Board meeting included the appointment of a review committee for the MCLS bylaws and review of the MCLS work plan.

Friends and Foundation of Rochester Public Library (FFRPL)

Mr. Davis provided the following updates: The 2018-19 Annual Campaign is 2/3rds done and since July 1, more than $170,000 has been raised. This is on par with last year. The total includes gifts from about 475 legacy donors (who have given at least 10 years), 76 new donors, and 156 re-engaged/lapsed donors who haven’t made a gift in more than three years. Several FFRPL Board members have been making thank-you calls to about 150 legacy donors. Ms. Fuss and Mr. Davis have had ‘dates’ with six legacy/major donors since November, for a Library tour, listening lunch or coffee, and two more are scheduled next month. Board members are welcome to suggest and join the date. The spring letter will feature the FFRPL’s impact on library business services and resources. The March mailing will include the Spring Programs brochure, for cross-marketing and cost savings. FFRPL received a $30,000 grant from the Community Foundation to support Safe to be Smart and $25,000 for the Terrace Outdoor Education Project. A proposal was submitted to their Feinbloom Foundation Fund for additional Safe to be Smart support to make up for the anticipated loss of funding from their Carlson Trust following the death of executor Catherine Carlson. FFRPL kicked off the new Tuesday Topics series (showcasing Library services and resources) with a presentation from Patty Uttaro, and work is underway on the 33rd annual Sokol High School Literary Awards. In support of RPL’s upcoming exhibition, Stonewall: 50 Years Out (opening at Central Library April 5), FFRPL has committed $30,000 in funding and is working to secure an additional $30,000; has negotiated $3,000 in WXXI media sponsorship and is working with Dixon Schwabl Advertising on some PSAs. In support of Central Library’s Rundel Terrace Revitalization Project, FFRPL funded artist stipends for the finalists; helped promote the library’s focus groups; and is helping to secure additional funding for select educational and artistic components of the Project. FFRPL just secured a United Way Donor Designated Fund ID (#3369), so people will now be able to make a payroll deduction gift (or outright gift) to FFRPL for the library via the United Way. On December 4, we officially opened the renovated Kusler-Cox Auditorium, named for RPL librarians Alan Kusler and Bill Cox (who left the Library $1.7M in their wills two years ago). A week later, FFRPL hosted a special Board/Staff Retreat and Workshop, Taking the Unconscious Out of Bias facilitated by Sady Fischer, Excellus’s Director of Corporate Diversity & Inclusion. FFRPL has just purchased one 2019 Empire State Pass for each MCLS library,
and multiple passes for Central and branches. Finally, this week, FFRPL completed a first draft of the 2017-2018 Annual Report, which should be released online next month.

**Rochester Public Library Liaison to the Rochester Regional Library Council (RRLC)**

RRLC is having its annual meeting and awards ceremony on June 6, at Casa Larga vineyards and winery.

**Rochester Public Library Liaison from the Reynolds Library Board**

Ms. Salluzzo reported that the Reynolds board met on November 27, 2018. Updates were given on the libraries by Ms. Uttaro and on the work of the FFRPL by Mr. Davis. Derrick Coley presented at the meeting on the history and current work of the Safe to be Smart program. Board members were very impressed and moved by his presentation.

**Director’s Report**

Ms. Uttaro offered to respond to any questions on her written report (Documents Book). On behalf of Ms. Snow, who was absent due to weather, she reminded trustees of the upcoming advocacy meetings outlined in her report. In addition, the bus for Advocacy Day on February 27, will leave from the Lowe’s plaza in Henrietta. The bus is a 56-seat luxury bus with electrical and USB outlets as well as a lavatory. There will be some participants from teen advisory boards with their chaperones on the trip. The next reminder on behalf of Ms. Snow was regarding the press conference scheduled for February 13, at 10:00. The Mayor and the County Executive are expected at the Central Library to speak about tax filing resources for the community, many of which are located in the libraries, including the CASH (Creating Assets, Savings, & Hope) program.

**Central Library**

Ms. Uttaro offered to answer questions on the Central Library report. In response to a comment, she clarified the item on page 19 (Documents Book) regarding a $137,000 pledge from JP Morgan Chase, is not money for the library, but rather highlights of a community meeting that librarian Bishopp Vélez attended.

**Branch Libraries**

Ms. Uttaro noted the consultants have completed their work on the Branch Facilities and Operations Plan. Dr. Reeves has been presenting the plan to different interested parties over the last several weeks including several departments at the City of Rochester. Several Branches are already implementing “quick-win” recommendations. Ms. Lee shared that the branches were enthusiastic about the idea of having several days each year whereby they would be closed to the public for a day devoted to projects. Many staff expressed a level of exhaustion and frustration with not being able to get needed things done whether it be deep cleaning in the library, organizing materials and work in staff areas, organizing collections, conducting training, etc. The branches would rotate the closing dates to hopefully minimize disruption to patron services. Ms. Uttaro expanded on Ms. Lee’s comments and asked the board if they
believed this was a viable idea. The board responded positively. Ms. Lee and Dr. Reeves will come back to the Board in the near future with a specific plan of action.

Ms. Spaull left the meeting at 10:10 am.

**Branch Facilities and Operations Plan**

Mr. Karin asked for clarification on the status of the Branch Facilities and Operations Plan. Ms. Uttaro confirmed that the final plan was given to the Board in November.

**2018 RCSD Summer Learning Report**

Ms. Uttaro reviewed highlights of the Summer Learning Report (Documents Book). She explained that Dr. Reeves has been meeting with staff at the City School District and the library, to date, does not have an answer from them about the request for funding for 2019. There is no indication whether or not the program will be funded for 2019. Ms. Baynes inquired about the statistic for minutes read being down 53% over the prior year while enrollment in the program was up 34%. Ms. Uttaro could not recall the explanation but promised to send out the answer to everyone via email.

**Other Business**

Ms. Salluzzo pointed out that according to the minutes from the November meeting, the board agreed to vote on acceptance of the Branch Facilities Plan at the January meeting. **A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the Branch Facilities and Operations Plan final document. THE MOTION PASSED UNANIMOUSLY.**

**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 10:18 am**

Respectfully submitted,
Sharon Salluzzo, Secretary