Meeting of the Board of Trustees
Rundel Memorial Building Board Room
March 27, 2019
Minutes


RPL Trustees Excused: J. Lovenheim

Staff and Guests: City law department liaison, Johanna Brennan, Esq.; FFRPL liaison, N. Davis; staff members, T. Burton, B. Harrison, S. Lovejoy, T. Reeves, S. Snow, A. Suro, P. Uttaro, D. Mansour

Call to Order

Ms. Baynes called the meeting to order at 9:00 am and welcomed trustees, staff, and guests. Ms. Baynes invited Ms. Snow to introduce Sam Lovejoy, Events Assistant.

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 February 20, 2019, 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 11, 2019 – March 8, 2019, (Documents Book) and reviewed highlights with trustees. Ms. Uttaro expanded on the hiring of the position at Lincoln Branch. She explained that management downgraded the position after an unsuccessful search. Once downgraded there were several qualified candidates to choose from. 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 February 2019 (Documents Book) and reviewed highlights with trustees. She noted that an error was made in recording the recent County payment for Central Library services as the payment was for the prior reporting period. It is typical that the payments come 6 months late. 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. THE MOTION PASSED UNANIMOUSLY.

Agreement, Investment Management Services

Ms. Harrison drew everyone’s attention to the action item in the Director’s report (Documents Book). She reviewed the process used to determine the recommendation and answered several questions. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Conklin to approve a professional services agreement with Alesco Advisors, for a five-year term beginning April 1, 2019, inclusive of investment management and custodial services at the fee structure provided. THE MOTION PASSED with Mr. Hamilton abstaining.

Amended NYS Library Construction Grant

Ms. Harrison explained that the Dormitory Authority of the State of New York rejected the use of NYSED funding in the overall Rundel East Terrace Reconstruction project allocation given other funding allocated to the project through other sources. As a result, NYSED supported repurposing of the $269,100 for other qualifying work at the Rundel building. The proposal is to resubmit the grant application for the Rundel Silt Removal. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve an amended NYS Library Construction grant application with NYSED support of $269,100, Library/City matching cash capital funds of $260,900, and total estimated construction costs of $530,000 for the Rundel Silt Removal project. THE MOTION PASSED UNANIMOUSLY.

Amendment, Chevo Studios

Ms. Harrison called everyone’s attention to the action item in the Director’s Report (Documents Book) and explained the rationale for the amendments to the previously adopted agreement with Chevo Studios. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Benjamin to approve an amended agreement with Chevo Studios and the Library/City for an additional $35,000, funded from the Fenyvessy trust fund, with a revised not-to-exceed total of $285,000 for the project. THE MOTION PASSED UNANIMOUSLY.

Professional Services Agreement, Early Literacy Training

Ms. Uttaro asked the Board to consider a professional services agreement with Christopher Holt for program training relating to music curriculum in early literacy efforts. A MOTION WAS MADE BY Ms. Drury AND SECONDED BY Mr. Hamilton to approve a professional services agreement with Christopher Holt, for the services described, for an amount not to exceed $2,000. THE MOTION PASSED UNANIMOUSLY.
**Branch Staff Development Days**

Dr. Reeves explained the request from RPL Branch Administration to close all RPL branches three times a year to allow staff the opportunity to work on various projects in their branches such as collection development/weeding, shifting entire collections, team building, training, re-arranging floor plans, and planning. She answered several questions. Ms. Conklin asked that a report is made back to the Board after one year to determine if the closings are productive as intended. A MOTION WAS MADE BY Ms. Benjamin AND SECONDED BY Mr. Hamilton to approve closing RPL branches three times a year for staff development activities beginning May 2019. THE MOTION PASSED UNANIMOUSLY.

**RPL Branch Retreat**

Dr. Reeves requested the Board consider the proposal to close all RPL branches on April 18, 2019, for a branch retreat to plan work related to the Branch Facilities and Operations Plan. She and Ms. Uttaro answered several questions regarding the substance of the retreat. A MOTION WAS MADE BY Ms. Benjamin AND SECONDED BY Mr. Hamilton to approve closure of all RPL branches on April 18, 2019, for a Branch Retreat. THE MOTION PASSED UNANIMOUSLY.

**Additional Hours at Monroe Branch**

Dr. Reeves explained the Monroe Branch Supervisor is requesting permission to open the branch for three additional hours on Saturday, July 2, 2019, from 7-10 pm for a special event. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Benjamin to approve three additional open hours and security coverage on July 2, 2019, at the Monroe Branch. THE MOTION PASSED UNANIMOUSLY.

**Acceptance of Erie Canalway Grant**

Ms. Uttaro asked the Board to accept a $3,700 grant recently awarded from the Erie Canalway Grants to the Rochester Public Library program to fund the creation of new content on the Erie Canal for the Rochester Voices website. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to accept the Erie Canalway grant in the amount of $3,700. THE MOTION PASSED UNANIMOUSLY.

**Acceptance of RPL Private Events Policy**

Ms. Snow drew everyone’s attention to the draft Private Events Policy and offered to answer questions. Details of the policy were discussed and several modifications were suggested. Mr. Lovejoy answered questions about the process and methodology used to draft the policy and the accompanying space rental agreement and event guidelines documents. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to consider the policy at the next meeting after staff acts on the outstanding suggestions and questions posed during the discussion. THE MOTION PASSED UNANIMOUSLY.
Reports

Rochester Public Library Liaison to the Monroe County Library System Board

Ms. Uttaro updated everyone on the last MCLS Board meeting. She shared that the MCLS Board went into Executive Session and as a result of the discussion, an ad-hoc committee was appointed to specifically address Monroe County relations. The committee has drafted a letter to the County Executive requesting a meeting to discuss issues directly with her.

Friends and Foundation of Rochester Public Library (FFRPL)

Mr. Davis gave the following updates for the Friends and Foundation of the Rochester Public Library. The FFRPL 2018-19 Annual Campaign has raised about $200,000 since July 1, on par with one year ago and has just sent its last letter of this fiscal year. It features the FFRPL’s support of library business services and resources, and it also included the Spring Programs brochure, for cross-marketing and cost savings. Note that being ‘on par with last year’ is a success for the Annual Campaign, since the number of responses has been trending down for the last several years and new donors added have not made up the difference. Despite this, the total raised has remained fairly consistent, due to an increase in the average gift across the board. About one-third of the gifts come from ‘legacy’ donors who have given for more than 10 years.

An example of that devotion is that FFRPL recently received notice of a bequest upcoming from the estate of Nancy A. McLachlin, who passed away in January. Her prior giving history to FFRPL was about $10/year since 2006, a pattern often seen in people who have included the Library/FFRPL in their estate plans.

Last week FFRPL kicked off a new 1-month grant plan to help fund an addition to the Central Library’s Terrace Revitalization Plan. FFRPL is eligible for a Gannett Foundation grant of $10,000, $25,000 or possible top prize of $100,000 by virtue of raising at least $6000 in community support through a CrowdRise online campaign March 18 – April 12. As of this morning, $3,725 has been raised toward the $6000 goal. This grant would go towards the $125,000 visitor engagement area and outdoor classroom. About $39,000 has already been raised towards this goal.

The site for the CrowdRise campaign is: www.crowdrise.com/rundel-terrace

In programming news, the annual HUGE Used Book Sale was two weeks ago. Tens of thousands of books are offered to the public, and many are bought. The average sale proceeds in the last several years have been $7500. This year the sale generated $10,229.

The Local History update in the Director’s Report (Documents Book) is about the final preparations for the upcoming exhibition Stonewall: 50 Years Out, which has its opening reception in Harold Hacker Hall on First Friday, April 5, from 6:00-9:00 pm.

FFRPL’s spring 2019 Books Sandiwched In series launched March 26 with 75 attendees for the City of Rochester’s Department of Recreation and Youth Services Director Dr. Daniele Lyman-Torres’ review of Becoming by Michelle Obama.
And a reminder: on behalf of the Central Library, FFRPL is partnering with Writers & Books to bring Rochester Reads 2019 author Omar El Akkad (American War) to Central Library for a reading and book-signing today, Wednesday, March 27 at Noon – and we’ll be hosting a special Editors’ Circle Donor Brunch in the café space.

**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.

**Director’s Report**

Ms. Uttaro invited all to help celebrate National Library Workers Day on April 9. Central Library will have LuGia’s ice cream truck in the Bausch & Lomb Building Courtyard from 1:00 – 2:00. Branches will have their choice of pizzas or sandwich trays for lunch and trustees are welcome to come to Central or any branch.

May 30, is a reception for the 20th anniversary of the Carlson Center for Intellectual Property. There is a conference during the day and a reception at 5:00 followed by a keynote speech at 7:00 p.m.

Ms. Uttaro then shared that the Branch Manager at the Lincoln Branch was physically assaulted by a patron last week. She is choosing not to press charges against the patron. Patty and Ana have been in close contact with her and her staff offering Employee Assistance and support. Ms. Uttaro also noted that management is keenly aware that when staff experience assaults, the negative impacts may show up weeks later. Also of note is that the patron has been banned from all libraries for 5 years.

Ms. Uttaro then invited Tonia Burton to update the Board on the details of the Summer Reading reports and how the statistics are counted.

**Central Library**

Ms. Snow offered to answer any questions about her written report. Mr. Hamilton asked for a summary of the health care services offered by the library. Ms. Snow updated trustees on Advocacy Day - of special note was the wonderful commitment to the library expressed by the teens who participated in the Advocacy Day this year.

**Branch Libraries**

Dr. Reeves reviewed highlights of her written report and offered to answer any questions.

**Announcements**

Ms. Martinez invited the trustees and staff to join her at a festival she is organizing to bring awareness to the opioid crisis and to celebrate the lives of those who have succumbed to the disease. The event will be July 18, 2019, at Don Samuel Torres Park, 70 Oakman St, Rochester, NY 14605. Mr. Gardner added information about the work of his Rotary Club in regards to combating the opioid crisis and noted Ms. Martinez’s involvement.
Adjournment

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED by Mr. Karin to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 10:28 am

Respectfully submitted,
Sharon Salluzzo, Secretary