Meeting of the Board of Trustees
Rundel Memorial Building Board Room
April 24, 2019
Minutes


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

Call to Order

Ms. Benjamin called the meeting to order at 9:03 a.m. 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. Hamilton AND SECONDED BY Mr. Lovenheim to approve the minutes of the meeting held March 27, 2019, as presented. THE MOTION PASSED UNANIMOUSLY.

Personnel Changes

Ms. Suro called attention to the personnel changes and staffing levels for the period March 9, 2019 – April 5, 2019, and reviewed highlights with trustees. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Lovenheim to approve the Personnel Changes as presented. Mr. Gardner asked if employees have exit interviews and if we find people are generally moving to better opportunities. Ms. Suro answered that exit interviews are offered to part-time employees but are not mandatory and for full-time employees, the interviews are conducted by the City of Rochester’s Department of Human Resource Management. Additional, part-time employees generally do move on to full-time employment, school, or some other opportunity. THE MOTION PASSED UNANIMOUSLY.
Financial Reports

Ms. Harrison called attention to the monthly financial summaries and trust fund expense reports for March 2019 and reviewed highlights with trustees. She noted that a Capital Improvement Plan document will be coming for Board approval in May or June. She anticipates it will be in June since bids for the Master Space Plan, Phase IV will go out in early May. Mr. Hamilton asked why the salaries for the Community Fund being at 68% rather than closer to the target of 75%. Ms. Harrison explained that full-time Central staff has been working in the place of vacant Community staff positions. The adjustments to the budgets will be made at year-end. Ms. Harrison cannot make the adjustments herself because wages are held at the City Administrative level. 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. THE MOTION PASSED UNANIMOUSLY.

RPL Private Events Policy

Ms. Snow drew everyone’s attention to the draft Private Events Policy and outlined the changes made in consultation with Ms. Brennan, Legal Counsel, based on the discussion at the last Board Meeting. There was a brief discussion about the Library’s right to refuse a reservation request. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the policy with the language in the Agreement amended to reflect the City of Rochester’s standard language regarding the quality of the insurance company used. THE MOTION PASSED UNANIMOUSLY.

Acceptance of Humanities New York Grant

Ms. Snow asked the Board to accept a $4,187 grant recently awarded from Humanities New York to the Rochester Public Library to present a series of inclusive programs connected to themes in the Stonewall: 50 Years Out exhibit. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Salluzzo to accept the Humanities New York grant in the amount of $4,187. THE MOTION PASSED UNANIMOUSLY.

Request for New Hours at Lyell Branch

Dr. Reeves requested a modification in the hours for the Lyell Branch. Currently, the hours on Mondays are Noon – 8:00 p.m. and on Tuesdays from Noon – 6:00 p.m. The requested new hours would be Mondays 11:00 a.m. – 6:00 p.m. and Tuesdays 11:00 a.m. – 6:00 p.m. Branch staff determined through observation and discussion with patrons that there is a greater need for morning rather than evening hours. A MOTION WAS MADE BY Ms. Salluzzo AND SECONDED BY Mr. Hamilton to Approve the change in the hours for the Lyell Branch as presented. THE MOTION PASSED UNANIMOUSLY.

Reports

Rochester Public Library Liaison to the Monroe County Library System Board

Mr. Lovenheim informed everyone that the April MCLS Board meeting was canceled due to a lack of agenda items. Ms. Uttaro added that a small County Relations Committee of MCLS
trustees has been formed and a letter was sent to the County Executive. A meeting has been set with her for May 7, 2019.

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

Mr. Davis passed out his report and then reviewed the highlights with everyone. In response to the news that the total raised for the North Terrace *Visitor Engagement Area & Outdoor Classroom* was $48,000, Mr. Lovenheim wrote a check for $2000 to bring the total to $50,000.

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

Mr. Wolf reported that RRLC’s next board meeting is May 16, and the annual meeting and awards ceremony is on June 6, at Casa Larga vineyards and winery.

**Director’s Report**

Ms. Uttaro offered to answer any questions about her written report. Hearing none, she drew everyone’s attention to the link provided in the written report to the American Library Association’s 2019 report, *State of America’s Libraries*. Two of the issues and trends identified, particularly for public libraries, are inclusion, and homelessness and drug addiction. She passed a copy of the report around to trustees and offered to provide printed copies to anyone who would like one. Ms. Uttaro stated that The Rochester Public Library and the Monroe County Library System will be looking at these issues in the next year or so. She is assembling a team of MCLS employees to work on a new initiative that is an outgrowth of the City’s Racial Equity and Leadership (REAL) initiative. The REAL team has partnered with St. Joseph’s Neighborhood Association to add a social justice component. The combined initiative will work with local businesses and organizations to examine structural and organizational racism and will aim to come back to the community with best practice recommendations. The team will begin working in September 2019.

She then recommended the book *The Librarian’s Guide to Homelessness*, by Ryan Dowd, Executive Director of a large homeless shelter outside of Chicago, IL. Mr. Dowd has been touring the country with Emilio Estevez and his film, *The Public* about a group of homeless people who take over a public library in Cincinnati during an extremely cold winter night. Mr. Dowd provides training across the country and his work is based on the concept of empathy-driven enforcement.

Ms. Uttaro then invited Ms. Harrison to update the Trustees on the North Terrace project. Ms. Harrison then updated everyone that the bids for the North Terrace work came in and only two bids were received for the general contract work. Two of the City’s long-time general contractors bid despite not truly being interested in the project due to already having their summer work lined up and their bids came in about $1 million higher than the budget. The City does not want to set a precedent for future ROC the Riverway initiative projects by meeting this significant gap on the first project. The library will work with DES in the coming months to expand the pool of contractors and look at the requirements put in place for this bid. We will go out to bid again in the fall for construction in spring and summer of 2020. Ms. Uttaro added
that in the interim, the City has elevated the masonry project for the Central Library Rundel Memorial Building that will stabilize the panels along the top façade.

Ms. Harrison then directed everyone’s attention to a PowerPoint presentation and shared the most current designs of the gateway art piece from Chevo Studios. She explained that she is asking for feedback as this will become the final proposal that will go before the Library and the City in the coming months. In response to a question, Ms. Harrison explained that the lights on the gateway sculpture will not coordinate with the lights on the building, but that tying in the two lighting systems at some point in the future would be ideal.

**Central Library**

Ms. Snow offered to answer any questions about her written report. Mr. Lovenheim asked for clarification on the statistic reported under the Science and History Division regarding Database usage for Frost & Sullivan: 14 downloads valued at $55,500. Ms. Byrnes addressed the question and explained that if an individual were to purchase all 14 downloads from the Frost & Sullivan database, the retail cost of the reports would total $55,500. The database contains business market research specific to the technology industry.

Ms. Snow then reminded all trustees that they are invited to the 20th Anniversary of the Carlson Center for Intellectual Property on May 30, 4:00 – 6:00 pm.

**Branch Libraries**

Dr. Reeves offered to answer any questions on her report. She then updated everyone on the Branch Retreat held April 18, 2019, focusing on the Hester Street Branch Facilities and Operations Plan. There was a brief discussion on some of the specific items addressed at the retreat. Dr. Reeves and Ms. Uttaro agreed that the conversations with the branch staff were productive and enlightening. Lack of communication on needs and issues from the branches was a theme that emerged and Dr. Reeves will be addressing specifics with the branch supervisors. She believes the upcoming branch staff development days for the branches are a step in the right direction as they will afford branch staff with time to address concerns. Discussion of several examples of issues and recommendations from the branches was had.

Dr. Reeves also shared that her safety assessments of the branch employee spaces in cooperation with Jeff Moore, Safety Coordinator from the City were nearly complete. There are two branches left to inspect and then a report with recommendations will be finalized. Branches will then be given a deadline to make corrections to their spaces.

**Adjournment**

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED by Mr. Wolf to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 10:27 am

Respectfully submitted,
Sharon Salluzzo, Secretary