Meeting of the Board of Trustees
Arnett Branch Library
May 29, 2019
Minutes

(quorum present)

RPL Trustees Excused: D. Benjamin, A. Drury, J. Lovenheim, W. Martinez, S. Salluzzo

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

Call to Order

Ms. Baynes called the meeting to order at 9:09 a.m. and welcomed trustees, staff, and guests. Due to
the lack of a quorum, she recommended a modification to the agenda to start with reports. Ms.
Conklin and Mr. Hamilton arrived at 9:10 and Ms. Baynes withdrew her recommendation. Next, she
recognized Arnett Branch Library Supervisor, Bruce Tehan, and thanked him for hosting the meeting.
Mr. Tehan welcomed the attendees and gave an overview of the branch.

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 Ms. Conklin to approve the minutes of the
meeting held April 24, 2019, as presented. THE MOTION PASSED UNANIMOUSLY.

Personnel Changes

Ms. Uttaro called attention to the personnel changes and staffing levels for the period April 8, 2019 –
May 10, 2019. She pointed out David LaCrosse as the new Supervisor of Library Building. A MOTION
WAS MADE BY Mr. Wolf 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 2019 and offered to answer any questions. A MOTION WAS MADE BY Mr. Hamilton 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.

**RPL Board of Trustees By-Laws Revision**

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the RPL By-laws revisions as presented and as approved by the RPL By-laws Committee. THE MOTION PASSED UNANIMOUSLY.

**Professional Services Agreement for Conservation of Library Materials**

Ms. Uttaro reviewed the request with the trustees. Mr. Hamilton asked about other materials that also need restoration. Ms. Conklin asked if a Request for Proposals (RFP) was used. Ms. Uttaro explained that this type of work occurs relatively infrequently and is so specialized that an RFP would be unlikely to produce multiple results. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the Professional Services Agreement for Conservation of Library Materials as presented. THE MOTION PASSED UNANIMOUSLY.

**Update to 2019-20 Central Library Budget**

Ms. Harrison reviewed the update with the trustees and offered to answer any questions. Mr. Hamilton, et al. thanked Ms. Harrison for her work to secure a 1.5% increase in County operating support. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Conklin to approve the Update to 2019-20 Central Library Budget as presented. THE MOTION PASSED UNANIMOUSLY.

**Update to 2019-20 Community Library Budget**

Ms. Harrison reviewed the update with the trustees and offered to answer any questions. She clarified that the Board is being asked to approve this budget update without the Rochester City School District reimbursement for the Summer Literacy Aides, but in an upcoming motion will approve a budget amendment to include the Literacy Aid Program. Ms. Conklin asked for the date of the budget hearing which is June 10, at 11:20 in City Council Chambers, Rochester City Hall. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Conklin to approve the Update to 2019-20 Community Library Budget as presented. THE MOTION PASSED UNANIMOUSLY.

**Central Library Development Aid FY20**

Ms. Harrison reviewed the update with the trustees and offered to answer any questions. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Karin to approve the Central Library Development Aid FY20 as presented. THE MOTION PASSED UNANIMOUSLY.

**Agreement, RCSD Summer Literacy Aides**

Dr. Reeves reviewed the request with the trustees and offered to answer any questions. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve the Agreement for RCSD Summer Literacy Aides as presented. THE MOTION PASSED UNANIMOUSLY.
**Occupancy and Service Agreement, Empire Justice CASH Program**

Ms. Harrison shared the following statistics: CASH processed 7,454 tax returns which garnered $8.8 million in refunds and of that, $3.9 million was in Earned Income Credits. CASH estimated they saved their clients $1.8 million in tax preparation fees. She then reviewed the request with the trustees and offered to answer any questions. Lastly, she mentioned that CASH will be having someone from the library on their steering committee going forward. A MOTION WAS MADE BY Mr. Karin AND SECONDED BY Ms. Conklin to approve the Occupancy and Service Agreement for Empire Justice CASH Program as presented. THE MOTION PASSED UNANIMOUSLY.

**Amending a Branch Development Day at the Arnett Public Library**

Dr. Reeves reviewed the request with the trustees and offered to answer any questions. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve Amending a Branch Development Day at the Arnett Public Library as presented. THE MOTION PASSED UNANIMOUSLY.

**Request for Special Hours for Central Library Exhibits and Events**

Ms. Uttaro reviewed the request with the trustees which included three different dates – one to accommodate events related to the Rochester Fringe Festival and two to accommodate programs related to the *Stonewall: 50 Year Out* exhibit. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Conklin to approve the Request for Special Hours for Central Library Exhibits and Events as presented. THE MOTION PASSED UNANIMOUSLY.

**2018 Rochester Public Library Annual Report to New York State**

Ms. Uttaro reviewed the request with the trustees and offered to answer any questions. She attributed the decrease in the total collection to the aggressive weeding that has been taking place recently. The increase in electronic materials is significant at 130% and the 23% decrease in circulation is concerning. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Karin to approve the 2018 Rochester Public Library Annual Report to New York State. THE MOTION PASSED UNANIMOUSLY.

**Reports**

**Rochester Public Library Liaison to the Monroe County Library System Board**

On behalf of Mr. Lovenheim, Ms. Uttaro informed everyone that the MCLS Board reviewed the results of the meeting between the County Relations Committee of MCLS trustees and County Staff. Despite the disappointment at the County Executive’s absence, the meeting went well.

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

Mr. Davis passed out his report and copies of the 33rd Annual Sokol High School Literary Awards booklet. He then reviewed the highlights with everyone and offered to answer any questions.
Rochester Public Library Liaison to the Rochester Regional Library Council (RRLC)

Mr. Wolf reminded everyone of the annual meeting and awards ceremony 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 PlayWalk update in her written report (Documents Book) and reviewed the highlights.

Central Library

Ms. Snow offered to answer any questions about her written report. Hearing none, she drew everyone’s attention to the upcoming 20th Anniversary of the Carlson Center for Intellectual Property on Thursday, May 30, 4:00 – 6:00 pm and reminded everyone that they are invited to attend. She reviewed several other updates from the written report. Ms. Uttaro added that everyone is invited to attend a coffee hour for Ms. Snow’s retirement at 11:00 am on June 28, in the Kusler-Cox Auditorium.

Branch Libraries

Dr. Reeves offered to answer any questions about her written report. Mr. Hamilton asked for clarification on the Winton Branch report anecdote regarding deleting titles. Ms. Snow answered that the items deleted from the CARL database are books that are long overdue. The staff double checks the shelves for the item and then deletes it from the database under the assumption the books will never be returned. She reviewed some highlights of her report.

Executive Session

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Karin to move into Executive Session. THE MOTION PASSED UNANIMOUSLY and all non-voting persons left the room.

A discussion was had during the Executive Session.

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Karin to move out of Executive Session and resume the regular meeting. THE MOTION PASSED UNANIMOUSLY.

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 10:06 am.

Respectfully submitted,
Debi Mansour on behalf of Sharon Salluzzo, Secretary