Meeting of the Board of Trustees
Rundel Memorial Building Board Room
June 26, 2019
Minutes

RPL Trustees Present: K. Baynes, D. Benjamin, C. Conklin, A. Drury, G. Gardner,
R. Hamilton, J. Lovenheim, S. Salluzzo (quorum present)

RPL Trustees Excused: D. Karin, W. Martinez, G. Wolf

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

Call to Order

Ms. Baynes called the meeting to order at 9:05 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.

Meeting Minutes

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Benjamin to approve the
minutes of the meeting held May 29, 2019, as presented. THE MOTION PASSED with Ms. Drury
abstaining from the vote.

Personnel Changes

Ms. Suro called attention to the personnel changes and staffing levels for the period
May 13, 2019 – June 7, 2019, and reviewed highlights with trustees (Documents Book). A
MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Benjamin to approve the
Personnel Changes as presented. THE MOTION PASSED UNANIMOUSLY.

Financial Reports

Ms. Harrison called attention to the monthly financial summaries and expense reports for June
2019, and reviewed highlights with trustees (Documents Book). A MOTION WAS MADE BY Mr.
Hamilton AND SECONDED BY Ms. Benjamin to approve the monthly financial reports as
presented, and as approved by the RPL Finance Committee. THE MOTION PASSED
UNANIMOUSLY.
Modification in the Open Hours for the Frederick Douglass Community Library

Dr. Reeves explained that the supervisor of the Frederick Douglass Community Library is requesting a change to the operating hours at the library as shown below:

<table>
<thead>
<tr>
<th>Day</th>
<th>Current Hours</th>
<th>Proposed Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>12 pm - 7 pm</td>
<td>11 am - 7 pm</td>
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<tr>
<td>Tuesday</td>
<td>10 am - 6 pm</td>
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<td>Wednesday</td>
<td>12 pm - 7 pm</td>
<td>11 am - 6 pm</td>
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<td>Thursday</td>
<td>10 am - 6 pm</td>
<td>11 am - 6 pm</td>
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<td>Friday</td>
<td>12 pm - 6 pm</td>
<td>11 am - 6 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>10 am - 2 pm</td>
<td>10 am - 2 pm</td>
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</table>

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Benjamin to approve the change of hours for the Frederick Douglass Community Library as presented. THE MOTION PASSED UNANIMOUSLY.

Professional Services Agreement for Erie Canal Grant Educational Consultant

Ms. Uttaro explained that the Board accepted the Erie Canal grant at the March meeting which utilizes the services of a consulting teacher to create content for the project. This request is to approve a professional services agreement with Andrea L. Geglia in the amount of $3,675 to develop educational resources and lessons on the Erie Canal for fourth-grade teachers and students for our RochesterVoices.org website. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Conklin to approve the Professional Services Agreement with Andrea L. Geglia in the amount of $3,675. THE MOTION PASSED with Ms. Benjamin abstaining from the vote.

Library Store Agreement

Ms. Harrison explained the Friends and Foundation of RPL (FFRPL) manages the Library store per an annual agreement with the Rochester Public Library. For FY20 no changes are proposed to prior agreements. A MOTION WAS MADE BY Ms. Drury AND SECONDED BY Mr. Hamilton to approve the renewal of the Library Store Agreement with the Friends and Foundation of RPL for the fiscal year 2019-20. THE MOTION PASSED UNANIMOUSLY.

Library Trust Fund Allocation for FY20

Ms. Harrison reviewed the proposed allocation (Documents Book) with everyone and answered a question about using the 20 quarter average rather than the 12 quarter average for calculations prior to the policy change being approved by the Board at the upcoming August meeting. Mr. Hamilton added that the difference in the 20 quarter average and the 12 quarter average is minimal and that the Finance Committee is very comfortable using the new average prior to the official change in the written policy. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Hamilton to approve the Library Trust Fund distributions for 2019-20 as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.
**Proposed Central Library Capital Improvement Budget for 2019-20**

Ms. Harrison drew everyone’s attention to the Central Library Capital Improvement documents (Documents Book). She answered several questions to clarify how expenses have been allocated and specifically what is included in some of the line items. The RPL is continuing to appropriate the Fenyvessy Central Trust fund for Rundel capital projects, this year for potential additional needs of the Rundel Terrace Reconstruction project. Given the recent bid results and alternate work, the RPL is considering allocating funds to support priority portions of this project, namely the bus shelter replacement. Mr. Hamilton expressed objection to the library using maintenance cash capital for the bus shelter replacement. A question was raised whether the shelter should be maintained by the Rochester-Genesee Regional Transportation Authority (RGRTA); Ms. Harrison explained that RGRTA only maintains a limited number of bus shelters and that many others are maintained by the property owner, in this case, the City of Rochester/RPL. A MOTION WAS MADE BY Ms. Salluzzo AND SECONDED BY Ms. Drury to approve the 2019-20 Central Library Facilities Capital Budget as presented. THE MOTION PASSED with Mr. Hamilton voting against.

**Professional Services Agreement for CampbellNet Solutions**

Ms. Harrison drew everyone’s attention to the item in the Director’s Report (Documents Book). A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Benjamin to approve the professional services agreement with CampbellNet Solutions for an amount not to exceed $3,000. THE MOTION PASSED UNANIMOUSLY.

**Professional Services Agreement for Computer Equipment Repair**

Ms. Harrison drew everyone’s attention to the item in the Director’s Report (Documents Book) and offered to answer any questions. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Hamilton to approve the professional services agreement with Tri-Delta Resources, Inc. to provide computer equipment repair service for the Central and Branch Libraries at a cost not to exceed $3,000. THE MOTION PASSED UNANIMOUSLY.

**Updated Funding Agreement with FFRPL**

Mr. Hamilton referred to documents shared on the screen and explained how the previous agreement and new proposed agreement compare. He pointed out several ways in which the same information is now being presented in an easier to read and understand format. Ms. Harrison responded to a question and clarified that this agreement is not something the Board has ever voted on but is being shared for informational purposes. Depending on what further changes are made to the agreement, it may require Board approval in the future.

**Revision to RPL Investment Policy**

Ms. Harrison shared a document on the screen showing a revision to the RPL Investment Policy drafted by the Board Finance Committee on June 7, in conjunction with new investment advisors, Alesco. She briefly reviewed the proposed changes. The proposed new policy will be
shared in writing with the Board prior to the August meeting where it will be up for consideration. There was a brief discussion on incorporating environmental or socially responsible investing.

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

Mr. Davis passed out his report (Documents Book), reviewed the highlights with everyone, and offered to answer any questions.

**Rochester Public Library Liaison to the Monroe County Library System (MCLS) Board**

Mr. Lovenheim informed everyone that The MCLS Board paid their claims, approved Bill Yust to be appointed to the FFRPL Board, and discussed revising the MCLS Fund Balance policy.

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

Ms. Uttaro reported on behalf of Mr. Wolf. The only update is that the Annual meeting was a success. Ned Davis was acknowledged for receiving the Intellectual Freedom Award. The Central Library was acknowledged as a Library Journal Star Library, and Tonia Burton was acknowledged for being a Library Journal Mover and Shaker.

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

Ms. Salluzzo advised that the Reynolds Board decided to ask Derrick Coley for a proposal to take a group of teens from the Safe To Be Smart Program on a field trip to Washington D.C. for sight seeing and college visits. Mr. Coley had made a presentation to the Board at their fall 2018 meeting and they hope to have a proposal from him for consideration at the fall 2019 meeting.

**Director’s Report**

Ms. Uttaro offered to answer any questions about her written report. Mr. Hamilton asked about the college student volunteers that are often mentioned in the report. Specifically, he wanted to know if there is central coordination for utilizing these volunteers. Ms. Uttaro explained that in most cases there is not a central organizer, however, Tonia Burton has been primarily involved in helping to direct volunteers from the colleges to branches where there is need. In response to a question, Ms. Uttaro advised that an update on the Strategic Plan will be provided for a discussion item at the August or September meeting. She then shared that both houses of the state legislature approved restoration of $20 million in construction funds for libraries and this is ready for the governor’s signature. She then passed out the Urban Libraries Council’s Leadership Brief “Leadership Roles for Library Trustees” (Documents Book). Next, she invited everyone to attend the kickoff for National Summer Learning Week in the Children’s Center at 10:00 a.m. on Monday, July 8, 2019. Then she advised that Councilmember Mitch Gruber will be the new liaison from City Council replacing Elaine Spaull. Lastly, she shared that she has been appointed to the City of Rochester and Monroe County’s Complete Count Committee to work on the 2020 census. Ms. Uttaro then recognized Ms. Snow on the occasion
of her retirement and thanked her for her years of service. She also encouraged everyone to attend Ms. Snow’s Retirement party on Friday at 11:00 a.m.

Central Library

Ms. Snow offered to answer any questions about her written report (Documents Book). She reviewed several highlights with everyone. She then thanked everyone for their support over the years and shared her excitement for her retirement. She received a round of applause from the room.

Branch Libraries

Dr. Reeves offered to answer any questions on her report (Documents Book). Ms. Conklin expressed concern that the Volunteer Legal Services is only in east-side branches (Sully and Lincoln) and not in any west-side branches. Dr. Reeves explained that this is the pilot and the goal is to have the service available in all branches. She then reviewed highlights with everyone. In response to a question about the one DVD & CD resurfacing machine that is shared by the 10 branches, Ms. Uttaro responded that the machines cost $5,000-6,000. The resurfacing is not always successful and the format of discs is decreasing in popularity. The direction of the library is to invest funds in e-content rather than physical content. Ms. Uttaro also pointed out that there were several reports on how useful the branch staff found the branch development days and thanked the Board for approving those closures.

Adjournment

The meeting was adjourned by consensus at 10:20 a.m.

Respectfully submitted,
Sharon Salluzzo, Secretary