Meeting of the Board of Trustees
Rundel Memorial Building Board Room
August 28, 2019
Minutes


RPL Trustees Excused: C. Conklin, W. Martinez, S. Salluzzo

Staff and Guests: City law department liaison, Johanna Brennan, Esq.; FFRPL liaison, N. Davis; staff members J. Lenio, T. Reeves, A. Suro, P. Uttaro, A. Gunther

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. Gardner AND SECONDED BY Mr. Lovenheim to approve the minutes of the meeting held June 26, 2019, as presented. THE MOTION PASSED with Mr. Wolf abstaining from the vote.

Personnel Changes

Ms. Suro called attention to the personnel changes and staffing levels for the period June 8, 2019 – August 9, 2019, and reviewed highlights with trustees (Documents Book). A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Gardner to approve the Personnel Changes as presented. THE MOTION PASSED UNANIMOUSLY.

Financial Reports

On behalf of Ms. Harrison, Ms. Uttaro called attention to the monthly financial summaries and expense reports for August 2019 and offered to answer any questions (Documents Book). She shared that Linda Root, after 32 years of service, will be retiring on September 20, 2019. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Lovenheim to approve the monthly financial reports as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.
Allocation of 2018-2019 Annual Campaign Proceeds

Ms. Uttaro reviewed the proposed 2018-2019 annual campaign earning allocations. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the allocation of the 2018-2019 annual campaign proceeds as presented. THE MOTION PASSED UNANIMOUSLY.

E-Security Agreement

Ms. Uttaro reviewed the proposal to enter into a 3-year contract with KnowBe4, a security vendor who provides both assessment and training for computer system security. KnowBe4 is recommended by The City of Rochester and Finger Lakes Library System. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve an agreement with KnowBe4, Inc., for an amount not to exceed $17,172, for a term ending August 31, 2022. THE MOTION PASSED UNANIMOUSLY.

Tutoring Agreements

Dr. Reeves called attention to the Tutoring Agreement and reviewed highlights with trustees (Document Book). A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve the three Tutoring Agreements as presented. THE MOTION PASSED UNANIMOUSLY.

Lyell Food for Fines Event

Dr. Reeves called attention to the Lyell Food for Fines Event and reviewed highlights with trustees (Document Book). A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Benjamin to approve the Lyell Food for Fines Event for September 2019, as presented. THE MOTION PASSED UNANIMOUSLY.

Fine Arts Gift Policy Revision

Ms. Uttaro called attention to the proposed revisions to the Fine Arts Gift Policy and reviewed highlights with trustees (Document Book). Mr. Wolf suggested that revisions to the policy include a statement concerning, if a gifted item includes conditions, those conditions need to be documented in writing and attached to the signed agreement. Mr. Karin asked about the volume of donations. Ms. Uttaro explained that the recent gift from Cordell Cordaro is the first she's aware of over the past 15 years. In response to a question, Ms. Uttaro explained that most donations coming into the Local History Division of photos, documents, memorabilia, etc. are handled under a different donations policy. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Hamilton to approve the Fine Arts Give Policy Revisions, with suggested changes. THE MOTION PASSED UNANIMOUSLY.

Rundel Masonry Project & Terrace Project Update

Ms. Uttaro shared that the Rundel Terrace project will be going back out to bid on September 30, 2019, with minor changes to some elements like the planters. The front walkway component has been taken out of the terrace bid package to bring the cost down to a level acceptable to the City.
The front walkway will be added to the Rundel Building masonry project and the entire masonry and front walk will be re-scoped based on the preliminary assessments from the contractor who responded to the falling facade.

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

Mr. Davis reviewed the highlights of his report (Documents Book) and offered to answer any questions. He appealed to everyone for volunteers to help with the River to Roof Tours on Sunday, September 15.

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

On behalf of Mr. Lovenheim, Ms. Uttaro shared that the MCLS Board is in search of a new board member to replace Dr. Guttmacher who resigned to attend to family matters. The MCLS Board reappointed Mr. Lovenheim as the Liaison from the RPL Board. And finally, they were introduced to Adam Traub who will be replacing retired Assistant Director Sally Snow beginning in October.

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

Mr. Wolf reminded everyone that the newest trustee at RRLC is Mary Ellen Darling. The next meeting is on September 6, 2019. And finally, the RRLC Board is expecting to accept a clean audit report.

**Director’s Report**

Ms. Uttaro explained that she had completed a comprehensive update report on the RPL Strategic Plan but that there were system issues with her VPN connection and the report has disappeared. She will need to recreate this report and hopes to make it available to the Board at the September meeting.

Ms. Uttaro will not be in attendance at the September Board Meeting because she will be at a 2-day Organizational Change Teams Conference for the Racial Equity and Justice Initiative. Ms. Uttaro is leading a team of nine people from around MCLS in support of this initiative.

Lastly, she reported that Carmen Gonzalez from the Sully Branch wrote to the Director of NYLA and asked that the NYLA Skills Academy come to the Rochester area and he agreed. It will be held at the Penfield Library in October and November.

Ms. Uttaro offered to answer any questions on her written report (Documents Book).

**Central Library**

Ms. Lenio offered to answer any questions on her written report (Documents Book). She reviewed highlights with everyone. In response to a question about presenting planned giving options to residents of retirement homes such as Valley Manor, both Mr. Davis and Ms. Uttaro confirmed that the library has done this type of outreach in the past and plans to continue it in the future. In response to another question, Ms. Uttaro explained the new $20 late fee threshold for MCLS and the new auto-renewal policy. Ms. Lenio invited everyone to attend the Opening Reception for the Hiroshima-Nagasaki Atomic Bomb Exhibit on September 16, 2019, from 6 – 8 p.m.
**Branch Libraries**

Dr. Reeves offered to answer any questions on her written report (Documents Book). She reviewed highlights of the progress on the Branch Facilities and Operations Plan. Specifically, the progress on the Lincoln, Maplewood, and Lyell Branches. Ms. Uttaro added her thanks and special recognition to Ms. Suro, Dr. Reeves, and Ms. Lee for their time spent supporting the staff at the Sully Branch after the untimely passing of long-time staff member, Donna Cramer.

**Adjournment**

A MOTION WAS MADE BY Ms. Baynes AND SECONDED BY Mr. Hamilton to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY.

Respectfully submitted,
Alicia Gunther on behalf of Sharon Salluzzo, Secretary