Meeting of the Board of Trustees
Winton Branch Library
September 25, 2019
Minutes


RPL Trustees Excused: D. Benjamin, A. Drury

Staff and Guests: City law department liaison, Johanna Brennan, Esq.; City Council liaison, Mitch Gruber; FFRPL liaison, S. Lusignan; staff members T. Burton, B. Harrison, J. Lenio, T. Reeves, A. Suro, K. Wolf, D. Mansour

Call to Order

Ms. Baynes called the meeting to order at 9:02 a.m. and welcomed trustees, staff, and guests. Ms. Wolf, Winton Branch Supervisor, welcomed all to the library and offered to give a tour of the facility after the meeting.

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 Mr. Karin to approve the minutes of the meeting held August 28, 2019, as presented. THE MOTION PASSED with Ms. Salluzzo abstaining from the vote.

Personnel Changes

Ms. Suro called attention to the personnel changes and staffing levels for the period August 12, 2019 – September 6, 2019, and reviewed highlights with trustees (Documents Book). A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Salluzzo 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 September 2019 and offered to answer any questions (Documents Book). She then passed out a year-end budget report for 2018-19.
Mr. Wolf, Ms. Conklin, and Mr. Gruber joined the meeting at 9:06. Ms. Harrison acknowledged that it was Mr. Gruber’s first meeting and suggested everyone introduce themselves before she continues with her report.

After introductions, Ms. Harrison continued to review the year-end documents and answered several questions. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Conklin to approve the monthly and year-end financial reports as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

**ImagineYou Professional Services Agreement**

Dr. Reeves reviewed the professional services agreement with Wicked Squid Studios and offered to answer any questions. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve a professional services agreement with Wicked Squid Studios for an amount not to exceed $7,650. THE MOTION PASSED UNANIMOUSLY.

**Early Closure of Rundel Memorial Building for Publisher’s Circle Dinner**

Ms. Harrison reviewed the request for early closure to support the annual Publisher’s Circle Dinner. Ms. Conklin took the opportunity to ask that we revise the Special Events policy in regards to early closures based on recent e-mail communications among the Board. Ms. Harrison noted that management will be reviewing both the procedures for Rundel Memorial Building closure and the Special Events policy over the coming weeks. One factor extending time in building preparation is the relocation of public computers, which will transition with the opening of the Technology Center in 2020. Ms. Conklin commented that anyone using the building should be charged for any set-up time needed. Several agreed.

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Salluzzo to close the first floor of the Rundel Memorial Building at 3:00 p.m. on Wednesday, November 13, 2019. THE MOTION PASSED UNANIMOUSLY.

**Monroe Branch Library Additional Hours on November 2, 2019**

Dr. Reeves reviewed the request for additional hours at the Monroe Branch in support of a Monroe Reads to End Racism workshop. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Lovenheim to approve the opening of the Monroe Branch for two additional hours on November 2, 2019. THE MOTION PASSED UNANIMOUSLY.

**Raising A Reader Year-End Report**

Ms. Burton offered to answer any questions on the Raising A Reader Year-End Report (Documents Book). Mr. Lovenheim asked about the decrease in the number of families served. Ms. Burton explained that there were staffing difficulties both at the library and at the Head Start sites. She reported that we are on track to serve 570 families this year. With Lauren Seaver joining the library we now have a dedicated person to focus on the program. Mr. Hamilton asked if we can track students as they progress through their school careers. Ms. Burton answered that we do not have
this ability at present, but it is something Mayor Warren wants to see happen and will be
dependent on data sharing with the Rochester City School District.

Ms. Martinez asked about Los Flamboyanes (an apartment building) at 675 North Clinton Avenue.
She reported that there was a library started there by Shelly Matthews that had not been set up
and books and toys were still boxed. She asked whom she can speak with about getting this location
staffed. Ms. Harrison offered to discuss this with Ms. Uttaro.

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

Ms. Lusignan reviewed the highlights of the report (Documents Book) and offered to answer any
questions. She noted that since the report, two Books Sandwiched In programs have been held with
an attendance of 60 and 80 people. She then reported on FFRPL’s support of the Greater Rochester
Teen Read. For the last six years, FFRPL has served as the fiscal manager and has supported their
public relations efforts. For the Key Bank Rochester Fringe Festival, between 450 and 500 people
participated in the events at the library. All four of the River to Roof Tours were sold out. All other
events were well attended.

Mr. Hamilton reported that Mr. Davis’ spouse is one of the top 3 finalists for a position to lead
Northern Virginia Community College. Ms. Lusignan added that Mr. Davis told the FFRPL Board that he
would most likely stay in Rochester while their youngest finished her senior year in high school.

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

Mr. Lovenheim reported that there was a positive change in the funding model for the Capital
Improvement Program whereby it will now be cash capital rather than bond utilization.

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

Mr. Wolf reported that there was an election of officers and there were no changes. They also
welcomed a new trustee, Emily Lohman.

**Director’s Report/Central Library**

On behalf of Ms. Uttaro, Ms. Lenio offered to answer any questions on the Director’s written report
or her report (Documents Book). Mr. Hamilton asked for clarification on the change in the auto-
renewal procedure. Ms. Lenio explained that the CARL system will now auto-renew items that are
eligible for renewal. This will increase circulation counts and reduce fines.

Mr. Gardner left the meeting at 9:31 a.m.

Ms. Conklin asked about the period allowed for media checkouts at Central Library, noting that the
Brighton Library has extended their period from one week to two weeks. Ms. Lenio answered that
to her knowledge, Central has not looked at this recently. She did note that branches have different
timeframes so there is not a consistent timeframe among RPL locations.

Mr. Hamilton asked for updates on the various construction projects at Central. Ms. Harrison
reported that the project to remove silt under the Rundel Memorial Building will go out to bid in the
first week of October and will likely be a spring 2020 project. We have also received a re-bid
package for the North Terrace which will likely go out near the end of October for a spring 2020 start.

**Branch Libraries**

Dr. Reeves offered to answer any questions on her written report (Documents Book). She reviewed the highlights of her work with the Strive Together Team. She also reported that she is making progress on the Branch Facilities and Operations Plan. Currently, she is working with Lincoln, Maplewood, and Lyell Branches. Ms. Conklin offered to share the contact names of stakeholders in the Maplewood neighborhood. Dr. Reeves then shared some highlights of her written report.

**Other Business**

Mr. Lovenheim brought up an article he read regarding the e-book changes from the publishers effectively causing the Denver Public Library to go broke. He found the comments on the article to be very discouraging. Several commenters sided with the publishers and stated that people should pay for their books and no one should expect the publishers to “give away” books illustrating the misunderstanding of the situation with e-books at libraries. Ms. Harrison offered to ask Ms. Uttaro to send out a list of recent articles on e-books at libraries to help trustees better understand all of the nuances of the issue.

Ms. Martinez shared her experiences at two public libraries in Tennessee and how impressed she was with the services to the children. Next, she passed out some flyers for the Harvest Fest on Saturday, October 12, 2019, in Rochester’s El Camino neighborhood and invited everyone to attend.

Mr. Gruber asked if the libraries are involved in getting the word out about early voting. Ms. Harrison explained that we do have a distribution system for flyers and posters and we will be happy to take any information. The libraries are also working with The League of Women Voters on spreading the word about early voting.

Mr. Gruber also mentioned that he can help make the connections with FoodLink and the libraries. He asked that if branches or central library would like to participate as FoodLink distribution sites, it should be a centralized effort through RPL management.

Ms. Baynes asked everyone to read the handout at their places, the Strategic Plan Update from Ms. Uttaro, in preparation for discussion at the October meeting.

**Adjournment**

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Karin to adjourn the meeting at 9:59 a.m. THE MOTION PASSED UNANIMOUSLY.

Respectfully submitted,
Sharon Salluzzo, Secretary