Meeting of the Board of Trustees
Rundel Memorial Building Board Room
October 30, 2019
Minutes

J. Lovenheim, W. Martinez, S. Salluzzo (quorum present)
RPL Trustees Excused: G. Gardner, G. Wolf
Staff and Guests: City law department liaison, Johanna Brennan, Esq.; City Council
liaison, Mitch Gruber; FFRPL liaison, N. Davis; staff members
B. Harrison, S. Jackson, A. McDonald, T. Reeves, A. Suro, A. Traub,
P. Uttaro, D. Mansour

Call to Order
Ms. Baynes called the meeting to order at 9:01 am, confirmed that a quorum was present, and
welcomed trustees, staff, and guests.

Public Comments
There were no members of the public in attendance who wished to address the Board.

Guest Staff Members
Ms. Baynes recognized Antoine McDonald, Youth Services Librarian in the Central Library Teen
Center and invited him to provide the Board with an update of his work. Mr. McDonald is a recent
graduate of United Way’s African American Leadership Development Program (AALDP). He thanked
Ms. Uttaro for allowing him to participate in the AALDP. The program provided professional
development focused on building leadership skills to address the lack of diversity in senior
management and community-based boards.

Mr. Gruber arrived at 9:08.

Mr. McDonald explained that Optimax Systems Inc. is an advanced manufacturing company making
precision optics based in Ontario, NY. They started a partnership with East High School whereby
employees come into the school and teach students to work in precision optics using advanced
manufacturing equipment. One of the programs served by this partnership is called Vision Care.
Students make prescription eyeglasses that are used by their peers and the community. Over 2000
people who may not otherwise have been able to have eyewear are served by this program. Mr.
McDonald met with a representative from Optimax and they are looking at creating a job
shadowing program for youth from the Library’s Teen Center to expose them to precision
manufacturing and optics as a potential career path.
Another potential project in the Teen Center is to set up a lab with some CNC machines to expose
youth to machining as a career.
Next, Mr. McDonald shared about the Young Men’s Book Club he is running. He said it was initially
difficult to get the young men to participate in the group, but once they attended, they were
hooked. So much so that a recent break in the scheduled caused some of the teens to “pester” Mr. McDonald about when the next meeting would be. The club is currently reading a book called *Letters to a Young Brother* by Hill Harper. The structure is that the teens take turns reading aloud from the book and stop if there are any words or concepts they don’t understand. They talk it through until an understanding is reached and then continue with the book. Mr. McDonald also uses food as a motivator to keep the teens involved and engaged. Mr. McDonald is going to reach out to the author to see if he would be willing to have an online video meeting with the teens in the book club.

The Teen Center is also teaching Japanese language classes which have been a hit, especially with the popularity of Manga. They also recently had an author visit from Greg Neri as part of the Greater Rochester Teen Read program. Forty people attended.

As a result of a connection he made through the AALDP, he is arranging a tour for some of the teens of the local Channel 10 newsroom. He’s also working on a financial literacy panel to help the teens to develop a financial literate mindset.

Another connection that was made recently was via the Optimax representative who is putting Mr. McDonald in touch with the Library Director in Phelps, NY to tour that library’s maker space. Lastly, Mr. McDonald shared that he was able to connect with Ron Singletary, Chief of Police and the two are making plans for outreach from the Rochester Police Department to the teens at the library.

Ms. Harrison introduced Shareka Jackson as the newest employee in the Finance Department. Ms. Jackson took over the responsibilities of Linda Root who recently retired. Ms. Jackson came from the City’s Finance Department and will be responsible for many of the reports that are provided to the RPL Board.

**Meeting Minutes**

A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Hamilton to approve the minutes of the meeting held September 25, 2019, as presented. THE MOTION PASSED UNANIMOUSLY.

**Personnel Changes**

Ms. Suro called attention to the personnel changes and staffing levels for the period September 9, 2019 – October 11, 2019, and reviewed highlights with trustees (Documents Book). A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Karin to approve the Personnel Changes as presented. THE MOTION PASSED UNANIMOUSLY.

**Financial Reports**

Ms. Harrison called attention to the Financial Reports and reviewed highlights with trustees (Documents Book). She explained that employee benefits may seem underrepresented due to difficulties getting access to the retired employee medical benefits. 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.

**Election of Nominating Committee**

Ms. Baynes reviewed the tasks for the Nominating Committee. She appointed Mr. Karin to the Committee. A MOTION WAS MADE by Mr. Wolf AND SECONDED BY Mr. Hamilton to elect Alinda Drury and Donna Benjamin to the Nominating Committee. THE MOTION PASSED UNANIMOUSLY.
2020 RPL Board Meeting Schedule
A MOTION WAS MADE by Ms. Drury AND SECONDED BY Ms. Conklin to approve the 2020 Meeting Schedule as presented (Documents Book). Ms. Baynes noted the February meeting is during school break and she will be out of town. THE MOTION PASSED UNANIMOUSLY.

2020 Holiday Schedule
A MOTION WAS MADE by Mr. Hamilton AND SECONDED BY Ms. Benjamin to approve the 2020 Holiday Schedule as presented (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Lyell Food for Fines Project
Dr. Reeves explained that the Lyell Branch’s Food for Fines program has been successful, and the branch would like to continue it for November and December. A MOTION WAS MADE by Ms. Benjamin AND SECONDED BY Mr. Hamilton to approve the Food for Fines project at the Lyell Branch for November & December 2019. THE MOTION PASSED UNANIMOUSLY.

Professional Services Agreement with Rochester Regional Library Council
Ms. Uttaro explained that the Rochester Regional Library Council hosted a regional program for children’s and school librarians called “We Need Diverse Libraries: Diversifying Your Bookshelves for Young Readers and Teens.” This workshop was held September 24 and was part of the Family Literacy Grant managed by MCLS Children’s Consultant Tonia Burton. The cost for the workshop was $2,500. She answered a question from Mr. Lovenheim about this same item being on the MCLS Board Action Items and clarified that the funds were transferred from MCLS to RPL and therefore RPL must also approve the disbursement of the funds. A MOTION WAS MADE by Ms. Benjamin AND SECONDED BY Mr. Hamilton to approve $2,500 paid to Rochester Regional Library Council for the “We Need Diverse Libraries” workshop. THE MOTION PASSED UNANIMOUSLY.

Amendatory Agreement, Tutoring Services
Ms. Harrison explained that the Monroe County Library System has awarded a sub-grant through its Adult Literacy grant program for the provision of Test for Adult Basic Education (TABE) tutoring services. The proposal is to have current tutor, Melissa Parrish increase services by 69 hours at the current hourly rate structure ($29), increasing compensation by $2,001 to a total not-to-exceed $6,441. A MOTION WAS MADE by Ms. Benjamin AND SECONDED BY Mr. Lovenheim to approve an amendatory agreement with Melissa Parrish for a revised not-to-exceed amount of $6,641, with all remaining terms to be the same. THE MOTION PASSED UNANIMOUSLY.

Investment Policy Statement
Ms. Harrison drew everyone’s attention to the revised Investment Policy Statement (Documents Book). She reminded trustees that a red-lined version of the Policy was reviewed at the August 2019 meeting. The revised policy has been reviewed by the Investment and Audit Committee. Additionally, our advisors, Alesco, were involved in the revisions and have reviewed the new policy. A MOTION WAS MADE by Mr. Lovenheim AND SECONDED BY Ms. Conklin to approve the Amended Investment Policy Statement as presented. Mr. Karin asked for minor clarification on two items. THE MOTION PASSED UNANIMOUSLY.

Ms. Conklin left the meeting at 9:22.
City Capital Improvement (CIP) Request
Ms. Harrison drew everyone’s attention to the handout at their places. She pointed out two new items in the CIP, the assessment of elevators in both buildings and the outside air unit in the Bausch and Lomb Building. The City has determined that the outside air unit for the Bausch and Lomb Building is old enough and the codes have changed enough that it is necessary to accelerate the original schedule for replacement. It is proposed to appropriate $500,000 from the library fund balance as cash capital to fund this project in FY21. A MOTION WAS MADE by Mr. Hamilton AND SECONDED BY Mr. Lovenheim to approve the proposed CIP Request as presented and to approve the appropriation of $500,000 from the Library Fund Balance as cash capital for the required work on the Bausch and Lomb Building’s Outside Air Unit. THE MOTION PASSED UNANIMOUSLY.

Resolution in Support of Fair Access to Digital Content
Ms. Uttaro shared a resolution in Support of Fair Access to Digital Content. The resolution is a response to Macmillan Publishing’s e-book embargo scheduled to start on November 1. The MCLS Board approved an identical resolution at their last meeting.

Ms. Conklin re-joined the meeting at 9:29.

The trustees had a lengthy discussion regarding the e-book embargo by Macmillan Publishing. Ms. Uttaro introduced Mr. Traub, new Associate Director in the MCLS Office. Mr. Traub answered many questions about how e-books work and how much of our collection is from Macmillan Publishing and its imprints. Suggestions from the discussion included: publicizing to patrons why e-books are not available, working with Rochester City School District and others in the county for a boycott of Macmillan e-book, issuing a press release from City Hall, appearing on the local radio show, Connections, and issuing a joint proclamation from the City Council. A MOTION WAS MADE by Ms. Salluzzo AND SECONDED BY Mr. Lovenheim to approve the Resolution in Support of Fair Access to Digital Content as presented. THE MOTION PASSED with Ms. Benjamin abstaining.

Fine Art Gift Policy Revision
Ms. Uttaro presented a revision to the Fine Art Gift Policy that was previously considered at the August meeting. Further changes were made based on a suggestion from Mr. Wolf. A MOTION WAS MADE by Ms. Benjamin AND SECONDED BY Mr. Hamilton to approve the amended Fine Art Gift Policy as presented. THE MOTION PASSED UNANIMOUSLY.

Close Date for Rochester Criterium, June 6
Ms. Uttaro explained that the Rochester Criterium bicycle race will be held June 6. Roads around the Central Library will be closed making access to the library for staff and patrons very difficult, if not impossible. Some staff will be at the Rundel Building to allow racers access to our restrooms. Ms. Conklin suggested that we should be charging them for the use of our building. Ms. Harrison posited that having our name listed as a sponsor will be their counter argument if we ask them to pay for use of the space. In response to a question about following our Special Events Policy, Ms. Brennan noted that our role as a sponsor complicates the matter. Ms. Harrison will discuss possible payment with the race organizers. A MOTION WAS MADE by Mr. Hamilton AND SECONDED BY Ms. Benjamin to approve closure of the Central Library on Saturday June 6, 2020. THE MOTION PASSED UNANIMOUSLY.
Elimination of Fax and Hold Fees
Ms. Uttaro explained that she and Ms. Harrison will be presenting information regarding elimination of fax and hold fees. She would like to open discussions on both topics and learn what specific information the trustees want to be able to hold a vote on these topics at a future meeting. Ms. Harrison explained that the library now owns rather than leases the devices used for faxing thereby putting the library in control of what the charges will be. The cost of owning the machines is very low, is provided for in an overall agreement with Toshiba. The revenue from faxing is difficult to quantify exactly, however, analysis of available data shows it can be as low as $.50 and as high as $300 in a month. Anecdotally, we are hearing from staff that most people are faxing as part of receiving social services rather than for business reasons. Eliminating the fees on faxing is looked at as removing a barrier to assistance for in-need patrons and aligns with the strategies of the Rochester-Monroe Anti-Poverty Initiative (RMAPI).
Ms. Uttaro then drew everyone’s attention to the calculations on holds fees showing that if all holds fees were collected in FY 2018-19, the revenue would be $13,171. Several trustees expressed that free faxing will be easily passed in a vote, but further discussion is needed on the topic of holds fees. Ms. Harrison advised that a complete analysis will be presented at the November meeting for a vote.

RPL Strategic Plan Report and Revision
Ms. Uttaro reminded trustees that the Strategic Plan Report was distributed to them at the last meeting. She offered to answer any questions. The current strategic plan goes through 2020, therefore, reviewing and updating the plan will occur during 2020. Ms. Benjamin expressed that building on the current plan would be appropriate for the next five years rather than starting over with a consultant to create a new plan. Mr. Hamilton expressed his interest is seeing the increasing use of data analysis in decision making.

Friends and Foundation of Rochester Public Library (FFRPL)
Mr. Davis shared highlights of his written report (Documents Book) and offered to answer any questions.

Ms. Drury left the meeting at 10:10.

Rochester Public Library Liaison to the Monroe County Library System (MCLS) Board
Mr. Lovenheim reported that the MCLS Board had a lengthy discussion on the e-book topic and unanimously passed the Resolution in Support of Fair Access to Digital Content.

Rochester Public Library Liaison to the Rochester Regional Library Council (RRLC)
On behalf of Mr. Wolf, Ms. Uttaro reported that the RRLC Board has not met since the last meeting therefore there are no updates.

Director’s Report/Central Library
Ms. Uttaro drew everyone’s attention to her written report (Documents Book) and shared highlights with trustees. She passed around a Loyalty Card from the Lyell Branch. She also passed around a copy of the book designed to go along with the mural at the Sully Branch. The book was developed by the children at the library. Next, reported that she and Carol Moldt are supporting the Mayor’s Book Club. The first selection is The Voice of Knowledge by Don Miguel Ruiz. George Carter at the Sully Branch has a group of teens reading the book aloud and discussing the ideas in each
chapter with the help of the book’s Points to Ponder at the end of each chapter. Mr. Carter reports that some of the discussions have been very fruitful for the teens.

Central Library
Ms. Uttaro offered that she and Mr. Traub can answer any questions on the written report (Documents Book).

Branch Libraries
Dr. Reeves offered to answer question on her written report (Documents Book) and reviewed highlights with trustees. She explained that a recent community meeting at the Maplewood branch regarding the need for a new building was very successful and there was excellent community participation. Ms. Uttaro, Dr. Reeves, and several trustees will be meeting with the president of the Aquinas Institute. Ms. Uttaro will also be meeting with Commissioner Lyman-Torres of the City’s Department of Recreation and then with Mayor Warren. Dr. Reeves referenced the Strategic Plan and shared that she and the people who report to her use the plan on a regular basis to guide their work and their ongoing evaluation of priorities.

Other Business
Ms. Martinez invited everyone to participate in the ¡No Mas! Human Chain event on Thursday, November 14, 2019, from 4:00 PM – 6:00 p.m. at 869 N Clinton Avenue. The event aims to raise awareness of the challenges facing the neighborhood including an open-air heroin market, poverty, lack of services, and vacant properties. She also invited people to attend a free Narcan training to be held at 7:00 p.m. after the Human Chain event. Ms. Martinez also passed around a copy of the book *Persistent: How to Find Success After a Tragic Event in Your Life* by Luis A. Andino. The book is dedicated to her son.

Adjournment
A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Benjamin to adjourn the meeting at 10:35 a.m. THE MOTION PASSED UNANIMOUSLY.

Respectfully submitted,
Sharon Salluzzo, Secretary