Meeting of the Board of Trustees
Rundel Memorial Building Board Room
November 20, 2019
DRAFT Minutes


RPL Trustees Excused: D. Benjamin

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

Call to Order

Ms. Baynes called the meeting to order at 9:00 a.m., confirmed 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.

Meeting Minutes

A MOTION WAS MADE BY Ms. Conklin AND SECONDED BY Mr. Hamilton to approve the minutes of the meeting held on October 30, 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 October 12, 2019 – November 8, 2019 and reviewed the highlights with trustees (documents book). A MOTION WAS MADE BY Mr. Lovenheim 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 expense reports for October 2019 and answered several questions (documents book). A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the monthly and year-end financial reports as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.
Ms. Harrison then offered to provide an update on the question from the last meeting regarding the Rochester Criterium Bicycle Race and their use of the Central Library during the event. She asked Mr. Traub to explain the in-kind sponsorship value. Mr. Traub stated that after speaking to the organizers of the Criterium, it is understood the value of the advertising we receive is approximately $1750.00. Ms. Harrison then offered that the cost of the staff for that day is approximately $840.00. Ms. Conklin thanked both for the follow-up to her question from the last meeting.

**Election of Officers for 2020**

Ms. Baynes drew everyone’s attention to the item at their seats showing the Nominating Committee’s recommended slate of officers for 2020 (documents book).

President – Katherine Baynes (second term)
Vice President – Donna Benjamin (second term)
Treasurer – Carolee Conklin (first term)
Secretary – Daniel Karin (first term)

A MOTION WAS MADE BY Ms. Drury AND SECONDED BY Mr. Hamilton to approve the slate of officers for 2020 as presented and recommended by the Nominating Committee. THE MOTION PASSED UNANIMOUSLY.

**Reappointment of Trustees**

Ms. Baynes then stated that she, Glenn Gardner, and Richard Hamilton all have terms expiring December 31, 2019, and each has expressed interest in being reappointed. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Salluzzo to approve forwarding the names of Ms. Baynes, Mr. Gardner, and Mr. Hamilton to the Mayor for recommendation to the City Council for reappointment to the RPL Board of Trustees for 5-year terms from January 1, 2020 – December 31, 2024. THE MOTION PASSED UNANIMOUSLY.

**Library RPL-MCLS Staff Association Vending Agreement**

Ms. Harrison explained this is an annual agreement and this coming year will be the first time it is anticipated the commissions from the vending machines will exceed the $2500 that will go to the Staff Association. In the event this happens, the additional funds will go to support Staff Day activities in 2020. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve an Agreement with the RPL-MCLS Staff Association to continue the management of vending services at the Central Library as described for the period December 1, 2019, to November 30, 2020. THE MOTION PASSED UNANIMOUSLY.

**Literacy Volunteers Digital Literacy Contract**

Dr. Reeves explained to the trustees that the services provided by the Literacy Volunteers of Rochester (LVR) in the branches for the last several years will no longer be free. Dr. Reeves and Director Uttaro met several times with LVR staff to work out an agreement for service at Arnett, Lyell, and Lincoln, with a possible 4th site (Wheatley) funded by FFRPL for the remainder of the fiscal year. The terms of this agreement will cover January – June 2020 at a cost of $4,125 per site, for a total of $12,375. The agreement requires that LVR provide trained volunteers to assist adult patrons with learning digital skills. Volunteers will be onsite an average of 9 hours per week. A MOTION WAS MADE
BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve a professional services agreement with Literacy Volunteers of Rochester not to exceed $12,375. THE MOTION PASSED UNANIMOUSLY.

Fax Fee Changes

Ms. Harrison reviewed the methodology to arrive at an estimate of the fax revenue and explained the factors making an absolute revenue number impossible. Ms. Conklin asked that trustees carefully consider the changes being made or proposed at this meeting: approval of the agreement with Literacy Volunteers of America (LVR), elimination of fax fees and elimination of hold fees; and the overall financial impact on the library. Ms. Harrison explained the contract with LVR will be paid for from the branches’ materials budgets. Additionally, we will be asking the City to hold us harmless for this reduction in revenue because the elimination of fax fees is a strategic response to the Rochester-Monroe Anti-Poverty Initiative (RMAPI). It was noted that the bulk of the patrons using the fax machines are doing so as part of their requests for social services. Finding and affording to use a fax machine are often barriers to needed services. A MOTION WAS MADE BY Ms. Drury AND SECONDED BY Mr. Wolf to approve the elimination of fax fee charges effective January 1, 2020, at all branch libraries, and Central Library with the opening of the Technology Center in spring 2020. THE MOTION PASSED UNANIMOUSLY.

Mr. Gardner left the meeting at 9:23.

Hold Fees Elimination

Ms. Uttaro explained that hold fees were introduced by the Monroe County Library System almost 20 years ago to help member libraries address increased cost-shares. Over the past 5 years, many of the member libraries have reduced or eliminated hold fees. The changes resulted in some increase in transfers handled by the Shipping Department, however, the turnaround time of 24-48 hours has remained the same. Ms. Uttaro asserted that the hold fees have created a two-tiered service model in which people who can pay for holds can access more materials while people who cannot pay are left with limited resources. This action seeks to eliminate the two tiers of service and open access to the full scope of county collections to city library users. Further, Ms. Uttaro noted that an implementation date has not been included in this action item as she would like to consult with Ms. Harrison to further analyze the impact of this change and decide between a January or June 2020 start date. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the elimination of the hold fees for Rochester Public Library users at the discretion of the Director with implementation to occur within the next 18 months. THE MOTION PASSED UNANIMOUSLY. Mr. Gardner was not present for the vote.

Amend 2019 Holiday Closings Schedule for RPL

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Conklin to approve the amendment of the 2019 Holiday Closings Schedule for December 31 allowing all RPL locations to close by 5:00 p.m. THE MOTION PASSED UNANIMOUSLY. Mr. Gardner was not present for the vote.

Mr. Gardner returned to the meeting at 9:32.
RPL Agreement, Foodlink Career Fellowship

Ms. Uttar drew everyone’s attention to the item on page 15 (documents book). The proposal is for Foodlink to operate a food service training center in the café space of the Bausch & Lomb Library Building. The library has been working with Foodlink for several months and Foodlink has developed a plan recently endorsed by their Board of Directors. The purpose of today’s discussion is to familiarize the RPL Board of Trustees with the plan as it has been developed thus far and to find out what other information trustees will want before a proposal is presented for Board approval. Mr. Gruber explained the workforce development initiative piece of this plan. Specifically, Wegman’s, a Foodlink partner, asked Foodlink to consider a job training program for mid-level food service jobs. Foodlink implemented a training program at their large commercial kitchen and it was very successful with the exception that the program lacked practical customer service training. The café space at the library would provide that customer service component needed in the Foodlink culinary training program. Mr. Gruber answered several questions about the details of the culinary training program. He also made it clear that he is not working on this plan on behalf of Foodlink as he feels that would be inappropriate given his position as City Council Liaison to the RPL Board. Items the RPL Board would like addressed are definitive plans for the seating area and maintenance costs. Ms. Uttar invited trustees to call her or Ms. Harrison if they think of any other questions or concerns before the January meeting.

Friends and Foundation of Rochester Public Library (FFRPL)

Mr. Davis reviewed the highlights of his written report (documents book) and offered to answer any questions.

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

Mr. Lovenheim reported that the MCLS Board approved just over $800,000 in financial claims, $757,000 of which went to Rochester Public Library for system services. He also reported that the Board went into executive session and asked Ms. Uttar to provide that update during her report.

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

Mr. Wolf reported that Sally Collins will be retiring from RRLC after over 20 years, and the real estate search for new office and meeting space is ongoing.

Rochester Public Library Liaison to the Reynolds Library Board

Ms. Salluzzo reported that Jeremy Cooney has joined the Reynolds Library Board. Additionally, she explained the history behind the decision to grant $10,000 towards the Washington D.C. field trip for 20 Safe To Be Smart youth in early 2020.

Director’s Report

Ms. Uttar played an audio clip that will be aired on local radio station WDKX as part of the library’s sponsorship of the upcoming Step Jam event. She offered to answer any questions on her report (documents book). Ms. Uttar then explained the issue that Mr. Lovenheim mentioned in his report. The MCLS Board was asked to look at the recent vote by the MCLS Director’s Council to turn on auto-renewal, effectively eliminating a substantial portion of overdue fees for the member libraries. The Irondequoit Library Board sent a letter to the MCLS Board asking them to step in and
stop the implementation of auto-renewal due to the significant financial loss they would sustain that had not been budgeted for. A complicating factor is that auto-renewal must be turned on across the entire system and cannot be turned on or off at individual member libraries. After much deliberation and consultation with counsel, the MCLS Board is asking the Director's Council to postpone the implementation of auto-renewal. Ms. Uttaro is expecting a re-vote on the decision to occur at the December Director's Council meeting.

Lastly, Ms. Uttaro reported that Mary Joyce D’Aurizio, current president, has resigned from the MCLS Board and will be moving to Florida. Mr. Wolf has also resigned from the MCLS Board and therefore will no longer be on the RPL Board as the Liaison from MCLS.

**Central Library**

Mr. Traub provided an update on the Macmillan boycott in response to the publisher’s e-book embargo. The financial projections were such that the MCLS would have to double its investment in any given Macmillan title to keep the same level of service we were providing prior to the embargo. The Director's Council voted unanimously to not purchase any Macmillan e-books until they reverse their embargo.

**Branch Libraries**

Dr. Reeves offered to answer any questions on her written report (Documents Book) and reviewed highlights. Mr. Lovenheim asked about the statistics for the Sully Branch being down. Dr. Reeves will follow-up with the branch and provide an update.

**Other Business**

Mr. Gardner shared that a colleague had been raving about the fantastic support she received from librarians Lily Anthony and Kate Meddaugh in the Central Business Innovation Center. His colleague had done a significant amount of research in the center and was very grateful for the resources.

Ms. Uttaro reported that she, Dr. Reeves, and Ms. Salluzzo met with the president of the Aquinas Institute to discuss the plans for the Maplewood Branch. The president was very supportive of, and open to, the ideas from the library. The next step is meeting with Mayor Warren at the Maplewood branch on December 19. The Commissioner of Recreation and Youth Services will join that meeting since a partnership with a recreation center would be ideal for the Maplewood Branch.

**Adjournment**

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to adjourn the meeting at 10:32 a.m. THE MOTION PASSED UNANIMOUSLY.

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*Sharon Salluzzo, Secretary*