Meeting of the Board of Trustees  
via Teleconference  
April 29, 2020  
DRAFT Minutes

RPL Trustees Present:  

RPL Trustees Excused:  
W. Martinez

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 9:03 a.m., confirmed a quorum was present, and welcomed trustees, staff, and guests. She explained that all votes will be conducted by roll call.

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. Lovenheim AND SECONDED BY Mr. Hamilton to approve the minutes of the meeting held on February 19, 2020, as presented. Ms. Baynes abstained, and Ms. Conklin was unable to vote due to technical difficulties. THE MOTION PASSED.

Due to Ms. Conklin’s technical difficulties, Ms. Baynes proposed that the remaining action items be postponed in the agenda and that the report items go next. All agreed.

Friends and Foundation of Rochester Public Library (FFRPL)

Mr. Davis offered to answer any questions on his written report. He pointed out that FFRPL has committed to honor all financial commitments on obligations to the Central Library through the end of the Fiscal Year (July 30, 2020).

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

Mr. Lovenheim reported that the MCLS Board met via video conference, business conducted was all standard, and there was nothing of note to report.
**Director’s Report**

Ms. Uttaro offered to answer any question on her written report. Mr. Hamilton asked if a cost-benefit analysis has been done on the Douglass Green Roof construction project. Ms. Harrison responded that the project is funded by a New York State Water Quality Improvement grant. With 75% of the cost of the construction coming from the State, the remaining 25% of cost is on par with, or slightly less than, what a standard replacement roof would have cost.

Ms. Uttaro then updated everyone on some of the work being done by different staff regarding virtual programming, patron assistance questions, etc.

Ms. Drury asked for clarification on the decision to no longer have a representative from the Rochester Public Library Board serving on the Board on the Rochester Regional Library Council. Ms. Uttaro explained that in the past, Central Library and the Monroe County Library System were considered separate members to the Regional Council and each entity paid membership dues. The Director of the Pioneer Central Library asked the Regional Council to consider providing membership to the Central Library by virtue of its membership in the Pioneer System to reduce the costs of membership and representation. The Regional Council agreed and now the Rochester Public Library is receiving its membership benefits by virtue of the Central Library’s status as part of the Monroe County Library System. This change saves the Central Library several thousand dollars. Ms. Uttaro is confident that the remaining representation from the Monroe County Library System is sufficient.

**Central Library**

Mr. Traub offered to answer any questions on his written report. Mr. Hamilton commented on the good job staff is doing with e-content and digital projects. Uttaro shared examples of the virtual programming that was developed by Central staff. Of note, the first virtual presentation in the Local History Division’s “Rochester’s Rich History” series exceeded attendance allowance in our Zoom account. The presentation was recorded and is available for viewing via YouTube.

**Branch Libraries**

Dr. Reeves offered to answer any questions on her written report. She reported that she and her managers have spent a great deal of time on the phone with staff members who are concerned about losing their jobs. All branches remain closed, and staff are doing their best to work from home.

**Personnel Changes**

Ms. Suro called attention to the personnel changes and staffing levels for the period March 9, through April 10, 2020 and reviewed the highlights with trustees. 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 monthly financial summaries and expense reports for March 2020 and answered several questions. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Salluzzo to approve the monthly financial reports as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.
Amendment, Tri-Delta Resources

Ms. Harrison explained the amendment and answered questions. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Lovenheim to approve an amended agreement with Tri-Delta Resources, Inc. for an additional $4,000, with a revised not to exceed total of $7,000, for the services described. THE MOTION PASSED UNANIMOUSLY.

Curbside Service at Central Library

Ms. Uttaro reviewed the plan to restore curbside service at the Central Library and answered questions. A MOTION WAS MADE BY Ms. Salluzzo AND SECONDED BY Ms. Benjamin to approve restoration of curbside service at Central Library beginning May 18. THE MOTION PASSED UNANIMOUSLY.

Furloughs and Reduced Work Schedule for Selected Library Staff

Ms. Uttaro explained the process used to select staff members for furlough or reduced hours as requested by the City. She answered questions about the notification process to the affected employees and the support provided by the City for applying for unemployment. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Gardner to approve furlough/reduced work for selected RPL staff to last through July 29. THE MOTION PASSED UNANIMOUSLY.

Executive Session

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Karin to go into executive session for the purpose of discussing matters related to collective bargaining. THE MOTION PASSED UNANIMOUSLY.

The meeting went to executive session at 9:59 a.m.

The regular meeting resumed at 10:22 a.m.

Other Business

None

Adjournment

A MOTION WAS MADE BY Mr. Karin AND SECONDED BY Mr. Hamilton to adjourn the meeting at 10:24 a.m. THE MOTION PASSED UNANIMOUSLY.

Dan Karin, Secretary