



# Rochester Public Library

More Than You Think

115 South Avenue | Rochester | New York | 14604

## Meeting of the Board of Trustees via Teleconference December 30, 2020 DRAFT Minutes

**RPL Trustees Present:** K. Baynes, D. Benjamin, G. Brandt, A. Drury, G. Gardner, R. Hamilton, D. Karin, J. Lovenheim, S. Salluzzo, (quorum present)

**RPL Trustees Excused:** C. Conklin, W. Martinez

**Staff and Guests:** City Law Department liaison, J. Brennan, Esq.; 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 November 18, 2020. THE MOTION PASSED with Ms. Drury ABSTAINING.

### Personnel Changes

Ms. Suro called attention to the personnel changes and staffing levels for the period November 9, 2020 to December 11, 2020, and reviewed the changes with trustees. Several trustees congratulated Ms. Suro on her promotion to Manager of Library Administration. A MOTION WAS MADE BY Ms. Salluzzo AND SECONDED BY Ms. Benjamin 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 November 2020. She reported that the retiree medical contribution amount has been confirmed with the city and is no longer an estimate as had been reported in the last several months. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Gardner to approve the monthly financial reports as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

### Workforce Development Agreement

Ms. Harrison presented the item explaining that RochesterWorks has partnered with the RPL and MCLS to develop a virtual workforce development series for the public, with scheduled topics from January through July. RochesterWorks will also provide training to selected RPL and MCLS staff to support patrons in the development of job search and application skills. Ten public sessions will be offered at \$200 per session, and three two-hour training sessions will be provided to staff for a cost of \$1,100. The total training services will not exceed \$3,100, with funding from the 2020-21 Adult Literacy Program grant, a portion of which was transferred from the MCLS to the RPL to administer to enable completion during the grant timeline. Mr. Brandt asked about outcomes for

the courses. Ms. Uttaro explained that librarians have always had difficulty tracking employment outcomes for patrons. In the past, Rochester Works has provided some outcome data as they are more likely to get the information on employment from the individual job seekers. She also explained that the data is not clear cut since most job seekers are using multiple resources to aid in their employment search and it is nearly impossible to credit one program for an individual finding employment. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Hamilton to approve an agreement with RochesterWorks for the terms and amount presented with funding from the 2020-21 Adult Literacy Program grant and a total not exceed \$3,100. THE MOTION PASSED UNANIMOUSLY.

#### **Website Upgrade Agreement**

Mr. Traub explained that Mason Digital was the vendor (selected through a competitive proposal solicitation) that supported the creation of the www.roccitylibrary.org website and converted www.rochestervoices.org to WordPress in 2018. RPL is seeking their support to upgrade both sites to the latest version of WordPress. Mason Digital will provide upgrades to the sites, test all plugins, and provide training for the new editor to Library Automation staff, who maintain the sites. The cost is not to exceed \$5,500, which shall be paid for from the Library Automation operating budget. A MOTION WAS MADE BY Ms. Drury AND SECONDED BY Ms. Salluzzo to approve an agreement with Mason Digital for the terms presented with funding from the Library Automation operating budget and a total not exceed \$5,500. THE MOTION PASSED UNANIMOUSLY.

#### **Language Translation Services**

Ms. Uttaro explained that Ibero-American Action League, Inc. is requested to provide Spanish language translation services for parent engagement materials for the Raising A Reader at Home Storytime project. The project provides take-home storytime bags paired with videos that model shared reading for caregivers. The bags have sheets with words to the songs and fingerplays used in the videos as well as early literacy tips. Having the words translated in the caregiver's first language will make it more accessible and inclusive. The cost of translation's services is \$0.18 per word; while materials are still under development, the total cost will not exceed \$5,000 and will be funded from the Raising A Reader operating budget in Branch Administration. Ms. Salluzzo asked if the materials to be translated came from the Raising A Reader program. Ms. Uttaro clarified that the materials were developed by RPL staff to compliment the Raising A Reader materials. Mr. Hamilton asked if the RPL materials should be translated into other languages. Ms. Uttaro responded that at this time the only language requested has been Spanish. She further stated she has full faith in Tonia Burton to ask for translation to other languages should that need arise. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Lovenheim to approve an agreement with Ibero-American Action League for the terms presented with funding from the Raising A Reader operating budget in Branch Administration and a total not to exceed \$5,000. THE MOTION PASSED UNANIMOUSLY.

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

Mr. Davis reported that the virtual Publisher's Circle event was a success. Roc the Day on December 1, was the most successful one yet and earned just under \$10,000 for the Rochester Black Archives project in the Local History Division. The Annual Campaign response is not as robust as usual at this time of year and may be due to the significant delays from the United States Postal Service.

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

Mr. Lovenheim reported that the MCLS Board did not have a December meeting.

#### **Reynold's Library Board Liaison to the Rochester Public Library**

Ms. Salluzzo reported that the Reynold's Board met on December 7. The meeting was focused on updates from Ms. Uttaro and Mr. Davis. She also reported that Reynold's Library trustee, Bob Van Neil passed in mid-

December. In response to a question, Ms. Uttaro offered to send the most recent Reynold's Library financial report to Mr. Lovenheim.

### **Director's Report/ Central Library**

Ms. Uttaro offered to answer any questions about her written report. She reported that a group of patrons arranged to collect funding and then purchase books matching the book spine murals on the Arnett Library building. The branch staff will then distribute the books to neighborhood children. Next, she reported that all branches are currently providing curbside service only. The RPL received 10,000 masks from the city and they are being distributed through the branches. She also reported that there have been no additional positive COVID cases among staff. Mr. Gardner asked about Christine Ridarsky being accepted as a fellow in the cohort of Cultural Heritage Partner's ARCUS Leadership Training Program. He specifically asked if this will lead to a designation for her. Ms. Uttaro stated she will need to ask Ms. Ridarsky for the answer to this question. Next, Mr. Traub gave an update on the upcoming library advocacy season. The legislative building in Albany will not allow in-person visits, therefore all advocacy meetings will be held virtually. On the local level, the team is looking to provide library orientations for new representatives. Ms. Benjamin asked about the staff morale. Ms. Uttaro responded that staff seem to be holding up well. She has been conducting all-staff Zoom calls to talk about the latest news with the virus in the community and how it impacts library operations. She noted that the staff in the Central Technology Center seemed to experience the highest stress levels while the building was open due to the nature of the patron engagement in the Tech Center. Dr. Reeves added she believed Branch staff are coping better now than in the spring and that at the beginning of the pandemic, many staff were worried about losing their jobs.

### **Branch Libraries**

Dr. Reeves offered to answer any questions about her written report. She reviewed highlights and reported that curbside service is going well and is greatly appreciated by patrons. Several trustees expressed their appreciation for Dr. Reeves work and wished her good luck in her future endeavors. Trustee also invited her to come back to visit and volunteer at the library. Dr. Reeves thanked everyone for their support and well wishes.

### **Other Business**

Mr. Brandt asked about the selection of photos used in the RPL 2021 calendar. He was especially moved by the picture of the Mobile Library bus and remembers checking out books on the bus as a child. He asked Mr. Traub to pass his appreciation and congratulations to the Marketing Team for an excellent calendar.

### **Adjournment**

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Benjamin to adjourn the meeting at 9:57 a.m. THE MOTION PASSED UNANIMOUSLY.

*Dan Karin, Secretary*