



**Rochester  
Public Library**

**More Than You Think**

115 South Avenue | Rochester | New York | 14604

**Meeting of the Board of Trustees  
via Teleconference  
January 27, 2021  
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, A. Suro, A. Traub, P. Uttaro, D. Mansour

**Call to Order**

Ms. Benjamin called the meeting to order at 9:05 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 Mr. Hamilton AND SECONDED BY Ms. Salluzzo to approve the minutes of the meeting held on December 30, 2020. THE MOTION PASSED UNANIMOUSLY.

**Personnel Changes**

Ms. Suro called attention to the personnel changes and staffing levels for the period December 14, 2020 to January 8, 2021 and reviewed the changes with trustees. Mr. Gardner asked about filling the vacant part-time positions. Ms. Suro explained that most are not being filled at this time because they are unfunded. 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 December 2020. She noted that RPL may come in under budget in several areas this year. Next, she reported that the upcoming budget reduction target from the City for Community Libraries is \$1.15 million. She is developing several strategies to realize these budget cuts including use of fund balances. The budget proposal will be presented to the full board at the joint budget meeting in February. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Drury to approve the monthly financial reports as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

**RPL FY20 Audit**

The Library's auditors, Freed Maxick CPA's, have completed their audit of the 2019-20 RPL fiscal year and met with the RPL Board Finance Committee on December 30, 2020 to review their findings. Ms. Harrison noted the audit came back clean, reviewed the highlights of the audit with the trustees, and offered to answer any

questions on the written audit report. She noted that the annual tax filing was supplied to the Board but does not need to be approved since the approved financial statements are used to create the tax filing. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Salluzzo to accept Freed Maxick's audit of the 2019-20 fiscal year. THE MOTION PASSED UNANIMOUSLY.

#### **Agreement Amendment, Audit and Tax Preparation Services**

Ms. Harrison explained that as part of the competitive solicitation of services in 2017, proposals included two optional extension years covering City and Library audits for fiscal years 2020-21 and 2021-22. The City has optioned to execute this extension and the Library will continue to pair with the City's services as an efficiency and cost-saving measure. A MOTION WAS MADE BY Ms. Benjamin AND SECONDED BY Mr. Hamilton to approve an amended agreement with Freed Maxick CPA's, P.C., for the additional terms and services outlined and a total fee of \$59,050 for the agreement. THE MOTION PASSED UNANIMOUSLY.

#### **Grant Acceptance, Play Everywhere Design Challenge**

Ms. Uttaro explained that Tonia Burton and Ms. Harrison won a \$32,000 grant from the Ralph C. Wilson, Jr. Foundation and KABOOM! Inc. for renovations to the Secret Room in the Children's Center under its Play Everywhere Design Challenge. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Gardner to accept a Play Everywhere grant award of \$32,000 for the Secret Room renovations. THE MOTION PASSED UNANIMOUSLY.

#### **Agreement, Design and Construction Management Services**

Ms. Uttaro explained that RIT professor and architect Kelly Jahn was the project manager of the 2020 RIT student design challenge. It was her class that participated in the challenge giving her a good working knowledge of the Secret Room and the intended uses for the space. A MOTION WAS MADE BY Ms. Benjamin AND SECONDED BY Mr. Hamilton to approve an agreement with Kelly Jahn Interior Architecture & Design, for an amount not to exceed \$6,150, for the services described. THE MOTION PASSED UNANIMOUSLY.

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

Mr. Davis reviewed his written report and offered to answer any questions. He encouraged trustees to view virtual presentations on the RPL YouTube channel.

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

Mr. Lovenheim reported that the MCLS Board approved their standard items. He also reported the MCLS Board discussed the letter from the Greece Public Library Board President asking for MCLS to use a different cost-share model other than population. The MCLS Board will send a response to the letter confirming their stance to support the majority of the member library directors who prefer population-based cost shares.

#### **Director's Report**

Ms. Uttaro offered to answer any questions about her written report. She shared that an offer will be made today to fill the Deputy Director of Community Libraries position.

Next, she reported that Tonia Burton has been working with researchers from the University of Rochester and the Hokelman Pediatric Center who are studying early literacy in Rochester. The researchers are working with the Children's Services librarians and using the Raising A Reader program to gather their data. This research has multiple benefits including prompting Children's Services librarians to think more intentionally about their services based on the researchers' data.

Ms. Uttaro reported that CASH will be using space in the Bausch and Lomb building to meet with clients who need tax preparation services. CASH clients will be coming into the building by appointment only so there will not be lines of people waiting like there were in previous years.

Foodlink is moving forward to implement a grab-n-go food service out of the café space in the Bausch and Lomb building. It is expected that seating will not be available.

Uttaro has been advocating for frontline library workers to be added to one of the earlier tiers for COVID-19 vaccinations. The MCLS Board will be sending a letter to the County Executive and others advocating for vaccination. Ms. Uttaro asked if trustees wanted to send a similar letter to the City of Rochester. The consensus was that a letter from the RPL Board is not needed and the letter from the MCLS Board covers RPL since they are a member of the MCLS.

There was a brief discussion on the importance of using circulation data to drive purchasing decisions.

K. Baynes left the meeting at 9:58

#### **Central Library**

Mr. Traub reported that with help from our e-content vendors, the RPL's digital collections will now be shared with Rochester City School District (RCSD) students via the borrowing app used by RCSD. The school district has some controls in place to limit borrowing to age-appropriate materials and those controls will carry over to our collections. In response to a question, Mr. Traub clarified that he will receive data to know which of our items are borrowed by the students.

#### **Branch Libraries**

Ms. Uttaro offered to answer any questions about her written report.

#### **Other Business**

None.

#### **Adjournment**

A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Hamilton to adjourn the meeting at 10:16 a.m. THE MOTION PASSED UNANIMOUSLY.

*Dan Karin, Secretary*