Meeting of the Board of Trustees
via Teleconference
March 24, 2021
Minutes


RPL Trustees Excused: C. Conklin, J. Lovenheim, W. Martinez

Staff and Guests: Deputy Mayor, J. Smith; City Council liaison, M. Gruber; City Law liaison, J. Brennan, Esq.; FFRPL liaison, N. Davis; staff members B. Harrison, M. Lewis, A. Suro, A. Traub, P. Uttaro, D. Mansour, L. Alley

Call to Order
Ms. Benjamin called the meeting to order at 9:02 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. Salluzzo AND SECONDED BY Mr. Gardner to approve the minutes of the meeting held on February 24, 2021. THE MOTION PASSED UNANIMOUSLY.

Personnel Changes
Ms. Suro called attention to the personnel changes and staffing levels for the period February 15, 2021 to March 5, 2021 and reviewed the changes 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 February 2021. She shared that due to an increase in the federal stimulus and several federal funding programs, there will be some positive changes to the budget. Trustees will receive a revised budget in May. A MOTION WAS MADE BY Ms. Drury 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.

Request for Extension on Holds Fee Elimination
Ms. Uttaro explained that the Board had previously approved eliminating holds fees and left the implementation to the discretion of the Director within the following 18 months. Due to the pandemic related disruption in normal operations, the elimination had not been implemented in the given timeframe, therefore, an extension of 18 months is requested. The extra time would allow staff to work the changes into the 2022-23 budget. The change may have stronger media presence in the fall. A MOTION WAS MADE BY Ms. Benjamin AND SECONDED
BY Mr. Hamilton to approve extending the implementation of holds fee elimination to July 2022 or earlier, given available funding opportunities. THE MOTION PASSED UNANIMOUSLY.

**National One Cent Day at Lyell**
Ms. Lewis explained that staff at the Lyell Branch would like to participate in National One Cent Day by offering fine forgiveness. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Salluzzo to approve Lyell participation in National One Cent Day to reduce existing Lyell fines to one cent on April 1, 2021. THE MOTION PASSED UNANIMOUSLY.

**Friends and Foundation of Rochester Public Library (FFRPL)**
Mr. Davis reviewed his written report and offered to answer any questions. Mr. Davis announced his last day would be July 31, 2021.

**Rochester Public Library Liaison to the Monroe County Library System (MCLS) Board**
Ms. Uttaro, on behalf of Mr. Lovenheim, reported that the MCLS Board approved their standard items. She also reported that the MCLS board has appointed a new trustee, Rev. Mack Smith Jr. to the board. MCLS also discussed quarantine procedures for materials. Beginning Monday, March 29 the quarantined period for materials will be reduced to 24 hours. There was also an executive session to discuss a patron barring issue.

**Director’s Report**
Ms. Uttaro offered to answer any questions about her written report. She added that the RPL will also reduce the required quarantine period for materials beginning Monday, March 29. To address staff concerns about coronavirus vaccination, Mr. Traub arranged a Q & A meeting with guest speaker, Dr. Rachel Long. Next, Ms. Uttaro shared the Division of Library Development issued a draft memo recommending a tentative June 1 reopening date for all New York State libraries. A reopening committee will be assembled to develop a plan to return to full hours, address staff apprehension, and develop ways to encourage patrons to return to libraries. Children’s librarians are working on outdoor programs in the parks to increase attendance. Lastly, FFRPL received a donation in the amount of $15 million from a donor who wishes to remain anonymous. Beginning in 2022 every tax supported library in Monroe County, with one exception, and libraries in touching counties will receive a portion of this fund, based on circulation, to purchase materials. A collections committee will be developed to determine materials to be purchases. Mr. Davis confirmed that the FFRPL would be administering the fund.

**Central Library**
Mr. Traub offered to answer any questions about his written report. Ms. Uttaro mentioned that Foodlink is targeting to open in April 2021 in the café space in the Bausch and Lomb Library Building. Mr. Gruber gave an overview of the “pay what you can” model. Participants in the program will learn customer service skills while working at the café. Foodlink will monitor the progress and will be flexible to make changes as needed. In response to a question, Ms. Uttaro explained that the café will offer grab-n-go items and the library is working with the City to place additional trash receptacles around the building. Mr. Traub shared Advocacy Day took place remotely this year. Both State Assembly and Senate have submitted budgets which restore construction funds to levels prior to 2020. Staff continue to build positive relationships with the State delegation. Lastly, Mr. Traub invited trustees to watch for a new series of READ posters which will be displayed starting April 4.
Branch Libraries
Ms. Lewis offered to answer any questions about her written report. Next, she reported that eight of the ten branch libraries are now open. Branch Administration is working with the remaining two libraries on opening plans. Ms. Lewis offered her congratulations to Dennis Williams, Charlotte Branch manager, on his plans to increase young adult programming.

Other Business
Ms. Drury asked the percentage of staff that have received the COVID-19 vaccine. Ms. Uttaro explained that staff are not required to share their vaccination status with the library.

Ms. Salluzzo congratulated Ms. Uttaro for receiving the Sullivan Award for Public Library Administrators Supporting Services to Children. The award is given to an individual who has shown exceptional understanding and support of public library service to children while having general management/supervisory/administrative responsibility. Several other trustees also offered their congratulations.

Ms. Benjamin announced that Ms. Martinez is resigned from the board and the nominating committee needs to find a replacement for her unexpired term.

Adjournment
A MOTION WAS MADE BY Ms. Drury AND SECONDED BY Ms. Salluzzo to adjourn the meeting at 9:56 a.m. THE MOTION PASSED UNANIMOUSLY.

Dan Karin, Secretary