



# Rochester Public Library

More Than You Think

115 South Avenue | Rochester | New York | 14604

## Meeting of the Board of Trustees via Teleconference April 28, 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

**Staff and Guests:** City Law liaison, J. Brennan, Esq.; FFRPL liaison, N. Davis; staff members J. Byrnes, B. Harrison, M. Lewis, A. Suro, A. Traub, P. Uttaro, 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 Mr. Hamilton AND SECONDED BY Ms. Salluzzo to approve the minutes of the meeting held on March 24, 2021. THE MOTION PASSED UNANIMOUSLY.

### Personnel Changes

Ms. Suro called attention to the personnel changes and staffing levels for the period March 8, 2021 to April 9, 2021 and reviewed the changes with trustees. A MOTION WAS MADE BY Mr. Karin AND SECONDED BY Ms. Drury 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 2021. She shared that wages and salary continue to run under budget given furloughs and vacancies through the year. She added the City is reviewing the budget submission for changes to community position reductions and other savings; updates and amendments will be shared at the May Board meeting. The City and library applied for CARES Act Funding through Monroe County for PPE and other COVID-related expenses for a possible \$125,000 in reimbursements pending. Library administration has also submitted project funding to support eligible activities under American Rescue Plan Act funds awarded to the City. If recommended and eligible, an amendment to the budget will be presented to the Board. In response to a question regarding the library fund balance, Ms. Harrison stated she anticipates ending the fiscal year approximately \$200,000 under budget depending on County billing with a caution that this estimate is very preliminary and likely to change. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Lovenheim to approve the monthly financial reports as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

### Agreement, Design and Install by Diversified

Ms. Uttaro reviewed the details of the project for the audio-visual firm to support the design, installation, and training of new systems in the Secret Room located in the Children's Center. A MOTION WAS MADE BY Ms. Salluzzo AND SECONDED BY Ms. Drury to approve an agreement with Diversified, for an amount not to exceed \$29,000, for services described. THE MOTION PASSED UNANIMOUSLY.

#### **Grant Acceptance, RRLC Technology Grant**

Ms. Uttaro reviewed the details of the RRLC Technology grant award of \$2,400 to transfer and store images on the New York Heritages website. In response to questions, Mr. Traub confirmed the library will maintain ownership of the images and patrons will be able to click through to the New York Heritages website from the RPL website. A MOTION WAS MADE BY Ms. Drury AND SECONDED BY Mr. Lovenheim to approve the acceptance of the grant for purpose described. THE MOTION PASSED UNANIMOUSLY.

#### **Grant Acceptance, RRLC Marketing Grant**

Ms. Uttaro reviewed the highlights of the grant from Rochester Regional Library Council and Causewave Communications. The Local History & Genealogy Division will work with Causewave Communications staff to develop a long-term vision for the Division which will help them prioritize projects and use staff more effectively under the umbrella of the Rochester Public Library strategic plan. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Brandt to accept the RRLC/Causewave Marketing Grant in the amount of \$3200. 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 added to his report that the Harold Hacker Fund for the Advancement of Libraries is back after a one-year hiatus due to COVID-19. New over the next three years, proposals addressing inclusion, diversity, equity, and action within the funding areas will be given additional consideration. Ms. Drury acknowledged Mr. Davis' resignation and asked about transition. Mr. Hamilton shared that a search committee for a FFRPL Director has been formed, key attributes have been identified and the FFRPL staff are prepared to ensure the change in leadership is seamless with beneficiaries. Mr. Hamilton offered to provide updates from the search committee at future RPL board meetings.

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

Mr. Lovenheim reported that Jeff Baker presented to the MCLS Board the plans for the new Chili Library and senior center which is scheduled to open on May 15.

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

Ms. Uttaro offered to answer questions about her written report. In response to an inquiry, Ms. Uttaro indicated that the Library continues discussions with RIT and Ms. Brennan confirmed that RIT is reviewing a draft Memorandum of Understanding. Ms. Drury asked for clarification of the Business Insight Center report on database use value. Business Insight Center Manager, Jennifer Byrnes was in attendance and explained the value is what it would cost if the patron purchased from a database. Ms. Uttaro shared the State Ed Division of Libraries issued a memo indicating an expectation of all central libraries to be fully open by June 1. Ms. Uttaro had been discussing the library reopening with the deputy mayor. The mayor's order to keep staff at 50% is still in place and directly impacts the ability of the library to increase operating hours.

Ms. Benjamin left the meeting at 9:38 a.m.

A reopening team has been formed to work toward meeting the state requirement and reopening logistics.

The State Librarian has stated that there will be not punitive measure taken against libraries unable to meet the June 1 target for fully reopening.

Ms. Benjamin rejoined the meeting at 9:42 a.m.

In response to a question, Ms. Uttaro stated that the library cannot require staff to be vaccinated or to disclose their vaccination status. Some staff members have asked if a copy of their vaccine card can be kept in their personnel file, Ms. Uttaro asked Ms. Brennan to report back on any legal concerns with doing this. In response to a comment, Ms. Uttaro stated visitor numbers are increasing slowly and the reopening committee is concentrating on ways to entice patrons to return. Patron traffic in the branches is increasing more quickly than at the central library. Ms. Uttaro reported the Foodlink café will open for library staff only, on May 13 and 14 and then open to the public after that. Ms. Uttaro showed the Board new jackets purchased for the Children's Center staff. If there is sufficient interest, additional jackets will be ordered. Before an order is placed Ms. Mansour will inquire if board members are interested in receiving one. Ms. Uttaro noted a change should be made to the agenda listing Ms. Lewis for Branch Libraries.

### **Central Library**

Mr. Traub offered to answer any questions about his written report. Virtual programs continue to be popular; librarians will work to keep patrons engaged and find ways to blend virtual and in-person services. Responding to an inquiry Ms. Byrnes gave detail on "Regional Resources that Can Help You Build Your Startup."

### **Branch Libraries**

Ms. Lewis offered to answer any questions about her written report. Ms. Benjamin commented on the value of the reports and anecdotes. In response to an inquiry, Ms. Lewis confirmed she has met with Kearstin Brown-Warren regarding starting a mobile library and using the Lyell Branch as a hub for mobile services.

Ms. Lewis highlighted the New Americans program at the Maplewood Branch. The virtual tutoring and citizenship classes are over capacity. Meeting virtually has broadened the client base and there are fewer cancellations. They hope to continue to hold the program virtually and in person going forward. Evanna DiSalvo, the librarian running this program, has reached out for help both in and out of the library to meet the needs of these patrons.

### **Other Business**

Mr. Brandt shared he was pleased when he received a handout from his grandson's pediatrician encouraging parents take their child to the library. Ms. Uttaro confirmed Tonia Burton has been working with several organizations to distribute the information to multiple pediatric offices across the region.

### **Adjournment**

The meeting adjourned by consensus at 10:04 a.m.

*Dan Karin, Secretary*