



**Rochester
Public Library**

More Than You Think

115 South Avenue | Rochester | New York | 14604

**Meeting of the Board of Trustees
via Teleconference
June 23, 2021
Minutes**

RPL Trustees Present: K. Baynes, D. Benjamin, G. Brandt, C. Conklin, G. Gardner, R. Hamilton, D. Karin, S. Salluzzo (quorum present)

RPL Trustees Excused: A. Drury J. Lovenheim

Staff and Guests: City Council liaison, Mitch Gruber; City Law liaison, J. Brennan, Esq.; FFRPL liaison, Ned Davis; staff members B. Harrison, M. Lewis, A. Suro, A. Traub, P. Uttaro, D. Mansour

Call to Order

Mr. Hamilton called the meeting to order at 9:04 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. Gardner AND SECONDED BY Mr. Karin to approve the minutes of the meeting held on May 26, 2021. THE MOTION PASSED UNANIMOUSLY.

Personnel Changes

Ms. Suro called attention to the personnel changes and staffing levels for the period May 10, 2021, to June 4, 2021, and reviewed the changes with trustees. A MOTION WAS MADE BY Ms. Salluzzo AND SECONDED BY Mr. Gardner to approve the personnel changes as presented. THE MOTION PASSED UNANIMOUSLY.

Ms. Benjamin and Ms. Conklin joined the meeting at 9:08 a.m.

RPL Annual Report to New York State

Ms. Uttaro introduced the item, directed trustees to the attachment in the documents, and offered to answer any questions. A MOTION WAS MADE BY Ms. Benjamin AND SECONDED BY Mr. Brandt to approve the 2020 Annual Report to the NYS Division of Library Development. THE MOTION PASSED UNANIMOUSLY.

Vice President Hamilton turned the meeting over to President Benjamin.

RPL Nominating Committee Recommendation

Ms. Benjamin reviewed the RPL Board Nominating Committee's recommendation to appoint Ms. Shawn Lorraine Futch to fulfill an unexpired term with an expiration date of December 31, 2023. A MOTION WAS MADE BY Ms. Conklin AND SECONDED BY Mr. Brandt to approve the appointment of Ms. Shawn Lorraine Futch to fulfill

an unexpired term ending December 31, 2023, in accordance with New York State Education Law and the RPL Board's bylaws. THE MOTION PASSED UNANIMOUSLY.

Library Store Agreement

Ms. Uttaro explained that the proposed agreement has not changed from the previous year. She offered to answer any questions. A MOTION WAS MADE BY Ms. Salluzzo AND SECONDED BY Ms. Conklin to renew the Library Store Agreement with the Friends and Foundation of RPL for the fiscal year 2021-22. THE MOTION PASSED UNANIMOUSLY.

Library Trust Fund Allocation for FY22

Ms. Uttaro asked trustees to refer to the documents provided. She explained the withdrawals were unanimously approved by the RPL Finance Committee at its meeting on June 9, 2021. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Gardner to approve Library Trust Fund distributions for 2021-22. THE MOTION PASSED UNANIMOUSLY.

Financial Reports

Ms. Harrison called attention to the monthly financial summaries and expense reports for May 2021. She reviewed the highlights with the trustees. 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.

Proposed Central Library Capital Improvement Budget for 2021-22

Ms. Harrison drew everyone's attention to a summary of the 2020-21 program and what is proposed for 2021-22. The proposed budget includes \$9,559 in unexpended funds to carry over from FY21. The FY22 City allocation is \$50,000. This year we recommend allocating the Fenyvessy Central library trust fund for the matching requirements to complete the Secret Room renovations, specifically the ceiling grid and lighting. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Conklin to approve the 2021-22 Central Library Facilities Capital Budget. THE MOTION PASSED UNANIMOUSLY.

CampbellNet Solutions Professional Services Agreement

Mr. Traub asked trustees to refer to the action item in their documents. He noted that CampbellNet is a longstanding partner with the library. A MOTION WAS MADE BY Ms. Conklin AND SECONDED BY Ms. Benjamin to approve a professional services agreement with CampbellNet Solutions for an amount not to exceed \$3,000. THE MOTION PASSED UNANIMOUSLY.

Professional Services Agreement for Computer Equipment Repair

Mr. Traub reviewed the item and offered to answer any questions. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Salluzzo to approve a professional services agreement with Tri-Delta Resources, Inc. to provide computer equipment repair service for the Central and Branch Libraries at a cost not to exceed \$3,000. THE MOTION PASSED UNANIMOUSLY.

MCLS Document of Understanding, 2022-2024

Ms. Uttaro explained that the Monroe County Library System has proposed a new 3-year Document of Understanding (DOU) which governs the relationships, services, and requirements for membership in the system. The DOU sets forth the services that will be provided by the system to member libraries as well as the participation required from the member libraries. This board approved a 1-year agreement for 2021 last year; this 3-year agreement is not substantially different from the 2021 DOU currently in place. Included in the DOU is

an appendix stating the level of cost-share expected from each member library for 2022-2024. Currently, the numbers are based on 2010 census numbers; we expect they will be slightly changed once we have town-level census data. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Benjamin to approve the 2022-2024 MCLS Document of Understanding. THE MOTION PASSED UNANIMOUSLY.

Ms. Benjamin acknowledged Ms. Uttaro's staff for supporting her through some difficult personal times.

Friends and Foundation of Rochester Public Library (FFRPL)

Mr. Davis offered to answer questions about his written report.

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

Ms. Uttaro reported that the MCLS Board accepted funds from the Federal CARES Act, thanked Marjorie Shelly for her service as president for the past two years, and welcomed Suzanne Stockman and Chris Corcoran as the new President and Vice President, respectively. Mr. Brandt added that several Board members were recommended for re-appointment.

Reynolds Library Board Liaison to the Rochester Public Library Board

Ms. Salluzzo reported that the Reynolds Board met on June 10. The board accepted a clean audit report, approved paying for one-third the cost of hiring Causewave Community Partners to consult on the development of a new 5-year plan for the MCLS, and approved a slate of directors and officers for the coming year.

Director's Report

Ms. Uttaro mentioned that the Reynolds Board is looking for new directors to add to the Board and recommendations can be sent to her. She offered to answer questions about her written report. Mr. Hamilton commented that the increase in reports at Central and Branches is very encouraging and shows that library business is beginning to return to normal.

She then gave an update on the request she received regarding locating a recast bust of German author, Johann Wolfgang von Goethe. A group of German Americans is working on replacing the original bust that was stolen from Highland Park several years ago. They would like to have the bust on display in the Central Library, specifically the Rundel Building. The group is continuing to raise money for the bust and Ms. Uttaro promised to keep the Board apprised of any progress on this project.

Next, she reported that the Local History Division has started their visioning work with Causewave Community Partners. Ms. Uttaro is sitting in on the process at the request of Division Head, Christine Ridarsky to ensure the work is being done within the larger context of the RPL mission and vision.

The Foodlink Community Café is doing well. The door into the Community Café from the street will be open to allow direct access to the Café from outside. They are also discussing taking over the seating area which is a sign that Foodlink believes the Café will be a success.

Central Library

Mr. Traub offered to answer any questions about his written report. He reported that Central Library is now open for its traditional summer hours. A report was recently released by the New York State Library showing that most central libraries in New York are meeting their minimum standard for open hours.

Mr. Hamilton asked about the security of the network given the hacks that have occurred at other local municipalities and non-profits. Mr. Traub explained that in addition to an upgraded firewall appliance, the staff is being tested and targeted for additional training to combat potential phishing and social engineering attacks. Ms. Uttaro added that management is looking to revise a policy that would allow the system to remove email accounts from staff members who continue to fall for fake phishing emails. Based on feedback, it's clear that

some staff members don't understand the severity of the risk from phishing and access may need to be revoked if training is ineffective. Mr. Hamilton and Ms. Benjamin both voiced their support for stricter policies and consequences. Mr. Brandt asked about City of Rochester error and omissions policies, or any supplemental insurance available for this kind of problem, should it ever happen. Ms. Uttaro clarified that the policies are internal to the Monroe County Library System and are not City of Rochester policies. She then suggested that she and Mr. Traub discuss this further with him at another time to benefit from his knowledge on the subject.

Community Libraries

Ms. Lewis offered to answer any questions about her written report. She asked everyone to take note of the report from the Frederick Douglass Community Library. A patron has donated to the FFRPL in memory of Christine Dobner, a long-time staff member who died earlier this year.

Next, she reported that while the staff is excited to be opening for more hours and bringing back programming, there is also stress regarding the increased violence in our community. Management is working hard to find more ways to protect staff in the branches, including bringing in additional security. Currently, additional security is being paid for by grant funds managed by FFRPL, however, that is not sustainable, so options are being sought for a longer-term solution.

Other Business

Ms. Harrison explained that she is working on a Consolidated Funding Application (CFA) grant application for the Rundel Masonry Project through the State Office of Parks. All trustees agreed based on the prior approval of the Capital Improvement Program submission and matching City debt allocation that this project is critical, and they support this grant application. President Benjamin will sign a letter explaining the importance of the repairs and restoration work, and the board's support for the grant.

Adjournment

The meeting adjourned by consensus at 9:55 a.m.

Dan Karin, Secretary