



**Rochester
Public Library**

More Than You Think

115 South Avenue | Rochester | New York | 14604

**Meeting of the Board of Trustees
via Teleconference
October 27, 2021
Minutes**

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

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

Staff and Guests: Mayor's Office liaison, James Smith; FFRPL liaison, D. Borgus; staff members B. Harrison, M. Lewis, A. Traub, P. Uttaro, D. Mansour

Call to Order

Ms. Benjamin called the meeting to order at 9:03 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 Mr. Gardner to approve the minutes of the meeting held on September 22, 2021. THE MOTION PASSED UNANIMOUSLY.

Personnel Changes

Ms. Suro called attention to the personnel changes and staffing levels for the period September 13, 2021, to October 8, 2021, and reviewed the changes with trustees. A MOTION WAS MADE BY Mr. Karin AND SECONDED BY Mr. Gardner to approve the personnel changes as presented. THE MOTION PASSED UNANIMOUSLY.

Financial Reports

Ms. Harrison indicated the monthly financial summaries and expense reports for September 2021 were standard with nothing out of the ordinary reported. She then reviewed the highlights of the year-end report with the trustees. Ms. Salluzzo asked if the RPL anticipates being able to request additional federal funding to allay the usage of fund balance for capital and operational costs during the pandemic. Ms. Harrison responded that the anticipation is not to receive ARPA funding for revenue replacement, but rather to supplant some of the funding already requested for capital programs, particularly the Maplewood Branch construction project. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Salluzzo to approve the monthly financial reports as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

City Capital Improvement Request

Ms. Harrison called attention to the City Capital Improvements Program Request for FY 2023 to FY 2027 and noted the document was sent to trustees in a separate email. She reviewed each of the items and answered questions. Mr. Gardner asked if funds are allocated to continue making repairs to damage from the leaking roof

on the Bausch and Lomb Building. Ms. Harrison explained the leaks are currently causing drywall damage and there is funding allocated for those repairs as part of the annual Central Library Facilities allocation.

Ms. Benjamin left the meeting at 9:31 a.m.

A MOTION WAS MADE BY Ms. Baynes AND SECONDED BY Ms. Drury to approve Capital Improvement Program requests for the FY23 to FY27 funding cycle. THE MOTION PASSED with Mr. Hamilton voting AGAINST.

Agreement Amendment, Vending Services

Ms. Harrison reviewed the action item. A MOTION WAS MADE BY Ms. Drury AND SECONDED BY Ms. Futch to approve an amended vending service agreement with Servomation Refreshments, Inc. through September 30, 2025. THE MOTION PASSED UNANIMOUSLY.

Deaccession Recommendation – Moseley & Motley Milling Co.

Ms. Uttaro reviewed the action item with the trustees. A MOTION WAS MADE BY Mr. Brandt AND SECONDED BY Ms. Salluzzo to approve the transfer of the Moseley & Motley Milling Co. records to the Rochester Museum & Science Center (RMSC). THE MOTION PASSED UNANIMOUSLY.

Ms. Benjamin returned to the meeting at 9:38 a.m.

Fines Reduction Program at Monroe

Ms. Lewis reviewed the action item with the trustees. A MOTION WAS MADE BY Ms. Drury AND SECONDED BY Ms. Baynes to approve a 5-day fines reduction program from November 15-20 at the Monroe Branch in partnership with the Center for Youth. THE MOTION PASSED UNANIMOUSLY.

Board Meeting Dates

Ms. Uttaro proposed the following board meeting dates for 2022:

- January 26
- February 23 (joint budget meeting with the MCLS Board)
- March 30
- April 27
- May 25
- June 29
- August 24
- September 21
- October 26
- November 30

A brief discussion was held regarding the timing of the February meeting. Ms. Uttaro explained that the meeting is traditionally as late in the month as feasible to allow enough time for the budget documents to be prepared in cooperation with the City staff. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Futch to approve the proposed schedule of 2022 RPL Board meetings. THE MOTION PASSED UNANIMOUSLY.

Holidays

Ms. Uttaro proposed the following 2022 Holiday Schedule:

- New Year's Day (Observed) - Friday, December 31, 2021 (Library buildings will be closed on 1/1/2022)
- Martin Luther King Jr. Day - Monday, January 17, 2022
- Spring Floater to be taken between February 1 and April 30

Memorial Day - Monday, May 30, 2022
Independence Day - Monday, July 4, 2022
Labor Day - Monday, September 5, 2022
Indigenous Peoples' Day - Monday, October 10, 2022
Staff Day - Friday, October 21, 2022 (Library buildings will be closed to the public – staff reports)
Veterans' Day - Friday, November 11, 2022
Thanksgiving Day - Thursday, November 24, 2022
Christmas Eve (Observed) - Friday, December 23, 2022 (Library buildings will be closed on Saturday, 12/24)
Christmas Day (Observed) - Monday, December 26, 2022
Director's Discretionary Day to be taken during the calendar year 2022

The agreement with CSEA specifies five (5) holidays for PT employees working 650+ hours in the preceding year: New Year's Day, Martin Luther King, Jr. Day, Thanksgiving Day, December 24th, and December 25th. Three (3) additional holidays are provided to PT staff with 650+ hours in the preceding year and with 6+ years of service: Memorial Day, Independence Day & Labor Day. A MOTION WAS MADE BY Mr. Garner AND SECONDED BY Mr. Karin to approve the 2022 Holiday schedule for RPL. THE MOTION PASSED UNANIMOUSLY.

Friends and Foundation of Rochester Public Library (FFRPL)

Ms. Borgus reviewed her written report and offered to answer any questions. Ms. Uttaro added that Children's Services Manager, Tonia Burton was awarded the 2021 Jacque Cady Award for Advocacy for Children. The award comes with a \$5000 donation to a child-serving agency of her choice. Ms. Burton has selected the RPL to receive the donation.

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

On behalf of Mr. Lovenheim, Ms. Uttaro reported that the MCLS Board elected its executive committee, President Stockman encourage participation in the NYLA conference and the Trustee Handbook Book Club, and the board received an update from Ms. Uttaro on the efforts from a group working to recast a stolen Goethe bust that will end up on display in the Rundel Memorial Building. Lastly, She encouraged trustees to participate in staffing the Library table at the upcoming Roc Holiday Village.

Director's Report

Ms. Uttaro asked Ms. Harrison to start with a virtual presentation of the remodeling plans for the Lincoln Library Branch. Ms. Harrison reminded the Board of the intention to secure more parking and that the City staff is actively working to accomplish that goal.

Next, Ms. Uttaro reported that representatives from Family Search will be available to meet with the Board and library staff to discuss some of the issues and outstanding questions that are delaying an agreement with them for digitization services. That meeting will take place in November. Mr. Hamilton asked if Ms. Uttaro anticipates a policy statement being developed because of the discussions around Family Search. Ms. Uttaro responded that she has had conversations with the County Equity Team and supports further discussion to determine if a policy statement should be developed.

Ms. Baynes left the meeting at 10:05 a.m.

Several trustees weighed in that creating a policy addressing with whom the library will do business is a complicated issue and further discussion is warranted.

Ms. Benjamin left the meeting at 10:08 a.m.

Mr. Brandt asked for an opinion from the City Law office regarding their view on the separation, or lack thereof, between Family Search and the Church of Latter-Day Saints with regards to doing business with a vendor and if that vendor, or its parent company, meets the policies set forth by the City. Ms. Burhan will report back to the board next month with more information on this.

Next, Ms. Uttaro explained that the Central Library is having difficulties with maintaining the NYS standard to be open 55 hours per week. Supervisors report that traffic in the building after 6:30 p.m. is extremely slow and staff is frustrated. There are also some staffing shortages and due to changes in public transportation schedules, some staff members need to be sent home earlier than the library's closing time or they won't be able to get home. She shared that Ms. Benjamin has suggested it is time to petition the State Library to reduce or modify the requirement. Especially considering the myriad services now available online 24/7. In response to a question, Ms. Uttaro explained the slow evening attendance may be due to many of the office buildings in downtown remaining unoccupied or under-occupied as companies have continued with work-from-home models for their staff. The other thing impacting attendance is the changes in bussing with fewer routes running, especially in the evenings, and that RCSD students are no longer being bussed downtown. Several trustees added ideas to spread the word about library availability and engage other organizations to assist with that. Trustees agreed to have Ms. Uttaro work with Ms. Benjamin to draft a letter from the Board to the State Librarian asking for the open hours' requirements to be evaluated with consideration of all the virtual services now provided.

Central Library

Mr. Traub offered to answer any questions about his written report. Mr. Hamilton asked about centralized homeschooling resources. Ms. Uttaro explained that several member libraries (including Central) have robust homeschool resource collections and the Central Children's Center acts as a liaison between new homeschool families and those established resources. Next Mr. Traub asked trustees to pay close attention to the anecdote about a recently un-incarcerated individual who received help from the Tech Center and was able to find employment.

Ms. Drury left the meeting at 10:29 a.m.

The other item he highlighted was Kate Meddaugh of the Business Innovation Center being awarded the Linda Haliburton Friend of the Rochester Professional Consultants Network Award.

Community Libraries

Ms. Lewis offered to answer any questions about her written report. She shared about Bruce Tehan from the Arnett Branch presenting at a national conference for the Association of Bookmobile and Outreach Services where he hosted a session called People Powered Portable libraries, Getting the Word Out on the Street.

Other Business

none

Adjournment

The meeting adjourned by consensus at 10:34 a.m.

Dan Karin, Secretary