



**Rochester
Public Library**

More Than You Think

115 South Avenue | Rochester | New York | 14604

**Meeting of the Board of Trustees
via Teleconference
March 30, 2022
Minutes**

RPL Trustees Present: K. Baynes, D. Benjamin, S. Futch, G. Gardner, J. Lovenheim, R. Hamilton, D. Karin, S. Salluzzo E. Stephens (quorum present)

RPL Trustees Excused: C. Conklin, A. Drury,

Staff and Guests: Mayor's Office liaison, T. Mayberry; City Legal Office liaison, Johanna Brennan; FFRPL liaison, D. Borgus; staff members B. Harrison, M. Lewis, P. Uttaro, D. Mansour

Call to Order

Ms. Benjamin called the meeting to order at 9:01 a.m. and welcomed trustees, staff, and guests.

Monroe Branch Update

Ms. Uttaro reported that the Monroe Branch reopened after a stabbing that happened in the branch last week on Tuesday afternoon. The carpet was replaced over the weekend. The staff seems to be doing well and the neighbors have been bringing gifts of food and flowers. Library senior managers, as well as the mayor, have all visited.

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 February 23, 2022. THE MOTION PASSED with Ms. Baynes and Mr. Karin ABSTAINING.

Personnel Changes

Ms. Suro called attention to the personnel changes and staffing levels for the period February 14, 2022, to March 11, 2022, and reviewed the changes with trustees. In response to a question, Ms. Suro, Ms. Lewis, and Ms. Uttaro discussed the promotion of Issac Lewis and the long-range staff development strategies of the library. 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 reviewed the financial reports with trustees and offered to answer any questions. A MOTION WAS MADE BY Mr. Lovenheim 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.

Tax Consulting Services Agreement, Business Insight Center

Ms. Uttaro reviewed the action item and answered questions. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Gardner to approve an agreement with EFPR Group, CPAs, for the services described, for an amount not to exceed \$13,000 and a term ending June 30, 2023. THE MOTION PASSED UNANIMOUSLY.

Amendatory Agreement, Intellectual Property Consulting

Ms. Uttaro reviewed the action item and offered to answer questions. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Baynes to approve an amendatory agreement with the Tracy Jong Law Firm, PC, for the services described, for additional compensation of \$3,000 with a total amount not to exceed \$10,000 through June 30, 2022. THE MOTION PASSED UNANIMOUSLY.

Temporary Modification of Public Hours for Douglass

Ms. Lewis reviewed the action item and answered questions. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Salluzzo to approve closing the Frederick Douglass Community Library on Fridays from 9-11:00 AM for training and development during April and May of 2022. THE MOTION PASSED UNANIMOUSLY.

Agreement, Tutoring Services

Ms. Lewis reviewed the action item and answered questions. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Gardner to approve an agreement with Lisa Singletary for a total amount not to exceed \$3,915 through June 30, 2022. THE MOTION PASSED UNANIMOUSLY.

Library Fund Appropriation, Lincoln Branch Renovation

Ms. Harrison reviewed the action item and answered questions. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Karin to approve the appropriation of \$500,000 of the Library fund balance as cash capital to support the Lincoln Branch renovation project. THE MOTION PASSED UNANIMOUSLY.

RPL Strategic Plan, 2022-2024

Ms. Uttaro reviewed the action item and answered questions. A MOTION WAS MADE BY Ms. Benjamin AND SECONDED BY Mr. Hamilton to approve the 2022-2024 RPL strategic plan. THE MOTION PASSED UNANIMOUSLY.

RPL Collection Development Policy Revision

Ms. Uttaro reviewed the action item and answered questions. Mr. Hamilton suggested changing “sex” to “gender” and adding “sexual orientation” to the first sentence in the Access to the Collection section. AN AMENDED MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Hamilton to approve the RPL Collection Development Policy Revision with the additional suggested changes to the language. THE MOTION PASSED UNANIMOUSLY.

Grant Acceptance from the William G. Pomeroy Foundation

Ms. Uttaro reviewed the action item and offered to answer questions. A MOTION WAS MADE BY Ms. Benjamin AND SECONDED BY Mr. Gardner to accept a \$1,140 grant from the William G. Pomeroy Foundation for the procurement of a historic marker. THE MOTION PASSED UNANIMOUSLY.

Mr. Gardner left the meeting at 10:01 a.m.

Friends and Foundation of Rochester Public Library (FFRPL)

Ms. Borgus reviewed her written report and offered to answer questions.

Discussion Items

Ms. Uttaro introduced Ms. Mansour to discuss changes to the statistic reports presented to the board. Ms. Mansour shared a sample of a new style of report for the Branch Libraries. Trustees liked the new configurations and made suggestions for how they would like the information presented.

Next, she asked trustees to discuss a request from the Local History division to either close or open only by appointment on Monday and Wednesday evenings.

Mr. Lovenheim left the meeting at 10:33 a.m.

Ms. Uttaro went on to explain the Local History Division has only enough staff to allow for one person to work in the evenings and that the remote location of the division leaves the staff feeling unsafe in the event of an emergency. They also have very few patrons coming into the division in the evenings. She went on to explain the Business Insight Center has a similar circumstance whereby the majority of their work with patrons happens during the daytime hours and the limited number of staff members makes staffing the division for the evening hours difficult. After discussion, trustees agreed that appointment-only access is an acceptable balance between safety and access to the collections.

Director's Report

Ms. Uttaro offered to answer any questions about the written report. She reminded trustees that the exemption for open meetings that allows them to be conducted virtually expires in mid-April so the April Board meeting will be held in person in the Kusler-Cox auditorium.

Next, she reminded everyone that next week is National Library Week. On Monday at 12:30, the county executive and the mayor will be conducting a joint press conference to open the Airigami dragon exhibit in Hacker Hall. On Tuesday at 12:30, the Netsen's Ice Cream Truck will be serving free ice cream to staff at Central Library and all branch libraries will be getting free lunch that day. Trustees are welcome to join all of these events.

Central Library

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

Community Libraries

Ms. Lewis offered to answer any questions about the written report. She thanked Ms. Uttaro for her support of the staff at Monroe during the stabbing incident and praised the staff there as well as the facilities staff who helped to clean up and get the branch back to serve the public.

Next, she added to the earlier conversation about Issac Lewis' promotion stating that Issac's hard work, professionalism, and passion for youth services are what garnered him the promotion.

Other Business

None

Adjournment

The meeting was adjourned without objection at 10:41 a.m.

Mrs. Shawn Futch, Secretary