



**Rochester
Public Library**

More Than You Think

115 South Avenue | Rochester | New York | 14604

**Meeting of the Board of Trustees
via Teleconference
May 25, 2022
Minutes**

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

RPL Trustees Excused: J. Lovenheim

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

Call to Order

Ms. Benjamin called the meeting to order at 9:03 a.m. 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. Conklin AND SECONDED BY Mr. Gardner to approve the minutes of the meeting held on April 27, 2022. THE MOTION PASSED UNANIMOUSLY.

Personnel Changes

Ms. Suro called attention to the personnel changes and staffing levels for the period April 11, 2022, to May 9, 2022, and reviewed the changes with trustees.

Ms. Futch joined the meeting at 9:05 am.

Ms. Suro mentioned a correction to an employee's name on the report. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Gardner to approve the personnel changes. THE MOTION PASSED UNANIMOUSLY.

Financial Reports

Ms. Harrison reviewed the financial reports with the trustees and offered to answer any questions. In response to a question, Ms. Harrison confirmed material expenditures are budgeted separately and easily tracked for the Tummonds Fund. A MOTION WAS MADE BY Ms. Salluzzo AND SECONDED BY Mr. Hamilton to approve the monthly financial reports as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

Update to 2022-23 Central Library Budget

Ms. Harrison reviewed the item and offered to answer questions. A MOTION WAS MADE BY Ms. Drury AND SECONDED BY Mr. Gardner to approve the amended 2022-23 Central Library Budget. THE MOTION PASSED UNANIMOUSLY.

Update to 2022-23 Community Library Budget

Ms. Harrison reviewed the item and offered to answer questions. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Salluzzo to approve the amended 2022-23 Community Library Budget. THE MOTION PASSED UNANIMOUSLY.

Central Library Program Aid FY23

Ms. Harrison reviewed the item and offered to answer questions. A MOTION WAS MADE BY Ms. Baynes AND SECONDED BY Mr. Gardner to approve the NYSED Central Library Development Aid for the 2022-23 budget cycle. THE MOTION PASSED UNANIMOUSLY.

Amending NYSED Library Construction Grant, Lincoln Renovation

A MOTION WAS MADE BY Ms. Drury AND SECONDED BY Ms. Baynes to approve an amended acceptance of NYSED Library Construction funds, from \$1,184,935 to \$1,223,600, for the Lincoln renovation project. THE MOTION PASSED UNANIMOUSLY.

Amendment, Chevo Studios, Rundel Terrace Art

Ms. Harrison reviewed the action item and offered to answer questions. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Gardner to approve an amended professional services agreement with Chevo Studios to provide Rundel Terrace design services at an increase of \$32,600, with a total cost not to exceed \$325,600. THE MOTION PASSED UNANIMOUSLY.

Youth Workforce Development Agreement

Ms. Uttaro reviewed the item and answered questions. A MOTION WAS MADE BY Ms. Benjamin AND SECONDED BY Ms. Conklin to approve an agreement with TRANSFR, Inc., for the services, equipment and cost described. THE MOTION PASSED UNANIMOUSLY.

Request to Alter Fees for Local History Activities

Ms. Uttaro reviewed the item and offered to answer questions. Mr. Hamilton asked if we can eliminate fees rather than reduce them. Ms. Drury asked about a statement in the item that seemed to contradict the request. Ms. Uttaro stated she would need to get answers from the division management. A MOTION WAS MADE BY Ms. Conklin AND SECONDED BY Mr. Hamilton to table the item for further discussion. THE MOTION PASSED UNANIMOUSLY.

RPL Bulletin Board Policy

Ms. Uttaro reviewed the item and offered to answer questions. A MOTION WAS MADE BY Ms. Drury AND SECONDED BY Ms. Salluzzo to approve the RPL Bulletin Board Policy. THE MOTION PASSED UNANIMOUSLY.

Re-Authorization of Agreement with Foodlink Community Café

Ms. Harrison reviewed the item and offered to answer questions. A MOTION WAS MADE BY Ms. Salluzzo AND SECONDED BY Mr. Hamilton to approve the re-authorization of an agreement with Foodlink, Inc. for the terms and services outlined. THE MOTION PASSED UNANIMOUSLY.

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

On behalf of Mr. Lovenheim, Ms. Uttaro reported that the MCLS Board approved the Central Library Budget and the Library Program Aid for the fiscal year 2023. They also approved the MCLS Budget. They discussed Active Killer training for staff and staffing difficulties due to increased COVID cases over the past several weeks. Ms. Uttaro also shared information about new training for libraries and trustees being developed by Stephanie “Cole” Adams, Esq.

Friends and Foundation of Rochester Public Library (FFRPL)

Ms. Borgus reviewed her written report and offered to answer questions. She also shared that the reception for the four library bards will be pushed to late summer or early fall after the North Terrace is open to the public.

Rochester Public Library Liaison to the Reynold Library Board

On behalf of Ms. Salluzzo, Ms. Uttaro reported the Reynolds Board approved a clean audit report at their last meeting. She also shared that they are open to additional board members.

Director’s Report

Ms. Uttaro reported that Senator Brouk’s office inquired about library programs that could be funded and she quickly worked with the libraries in the Senator’s district to compile a list of options. The requests were all accepted and include \$20,000 each for RPL, Penfield Public Library, and Pittsford Community Library. These three libraries will collaborate on author visits. Irondequoit Public Library and Fairport Public Library will each receive \$17,500 for programs they submitted. Ms. Uttaro has a verbal commitment from the Senator’s Chief of Staff and is waiting on the written confirmation.

Next, she reported that the library budget hearing with the City of Rochester went well and the RPL is pleased with the budget process this year. There were several thoughtful questions asked.

Central Library

Ms. Uttaro offered to answer any questions about the written report. She shared that COVID-19-related staff shortages continue and the staff is doing their best to keep all divisions and branches running. She specifically commended the staff in the Science & Health Division for working through the long-term absence of their supervisor.

Community Libraries

Ms. Lewis offered to answer questions about the written report. Ms. Benjamin asked about the staff at Monroe. Ms. Lewis reported the staff are doing well and are grateful for the support from the library management and the community.

She reported that the return of Kim Whittemore to the RPL is fortunate and the supervisor at the Sully Branch has expressed much gratitude for Whittemore’s work since she returned.

Next, she shared that the RRLC annual meeting was held virtually and Arnett Branch Supervisor, Bruce Tehan was recognized as a Library All-Star. Before the pandemic, this meeting would be in-person with lunch and awards so Ms. Lewis took treats out to the Arnett Branch that morning to have a celebration and when she arrived, she learned that in his typical humble fashion, Mr. Tehan hadn’t told his staff about his award.

Other Business

None

Executive Session

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Gardner to approve moving into executive session to discuss personnel matters. THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Gardner to approve moving out of the executive session. THE MOTION PASSED UNANIMOUSLY.

Adjournment

A MOTION WAS MADE by Mr. Hamilton AND SECONDED by Ms. Baynes to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 10:24 a.m.

Submitted by Shawn Futch, Secretary