



**Rochester
Public Library**

More Than You Think

115 South Avenue | Rochester | New York | 14604

**Meeting of the Board of Trustees
Charlotte Branch Library
October 24, 2018
DRAFT Minutes**

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

RPL Trustees Excused: A. Drury, G. Gardner, J. Lovenheim, G. Wolf

Staff and Guests: City Law Department Liaison, Johanna Brennan, Esq.; Staff members N. Davis, J. Lee, T. Reeves, S. Snow, A. Suro, P. Uttaro, D. Mansour

Call to Order

Ms. Benjamin called the meeting to order at 9:02 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.

Action Items

Meeting Minutes

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Karin to approve the minutes of the September 26, 2018, meeting as presented (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Personnel Changes

Ms. Suro called attention to the personnel changes and staffing levels for the period September 8 – October 5, 2018, and reviewed highlights with trustees (Documents Book). She noted that the vacancy at Central is for the Circulation Supervisor and Chad Cunningham will start on Monday. A MOTION WAS MADE BY Ms. Salluzzo AND SECONDED BY Ms. Conklin to approve the Personnel Changes as presented. THE MOTION PASSED UNANIMOUSLY.

Financial Reports

Ms. Uttaro presented on behalf of Ms. Harrison and called attention to the monthly financial summaries and trust fund expense reports for September, 2018. She made note that cost share expenses for the Monroe County Library System (MCLS) have not yet happened and will likely show up on the next financial report to the Board.

Ms. Baynes joined the meeting at 9: 05.

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Karin to approve the monthly financial reports as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY.

2019 RPL Board Meeting Schedule

Ms. Uttaro drew attention to the meeting schedule listed in the Director's report (Documents Book). She noted that the joint meeting will be on the RPL schedule this year. Ms. Baynes requested the November meeting be moved from the 27th to the 20th. A MOTION WAS MADE BY Ms. Salluzzo AND SECONDED BY Mr. Hamilton to approve the 2019 RPL Board Meeting Schedule with the proposed revision of the November date. THE MOTION PASSED UNANIMOUSLY.

2019 Holiday Schedule

Ms. Uttaro drew attention to the Holiday schedule listed in the Director's report (Documents Book). A MOTION WAS MADE BY Ms. Baynes AND SECONDED BY Mr. Hamilton to approve the 2019 RPL Employee Holiday Schedule as presented. Ms. Conklin asked if the Staff Day is always on a Friday. Ms. Uttaro explained that Staff Day was previously on President's Day in February but winter weather and February school break were cause for dissatisfaction with that date. The October date being in the same week as a holiday allows part-time staff to not lose hours that week. She also stated that Staff Day does not need to be on a Friday. THE MOTION PASSED UNANIMOUSLY.

City Capital Improvement Request

Ms. Uttaro drew everyone's attention to the Action Item in the Director's Report and the additional handout with the more complete request and offered to answer any questions. After brief discussion A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Martinez to approve the FY20 – FY24 CIP Request as presented THE MOTION PASSED UNANIMOUSLY.

RPL Room Reservations Policy

Ms. Uttaro brought everyone's attention to the draft policy document included in the meeting materials (Documents Book). She reminded the Trustees that the request for the Board doesn't include all of the procedures that will be developed by staff to support the policy. Online room reservations are being rolled out and the fee structure needs Board approval at this time. Ms. Snow clarified, in response to a question, that this policy only addresses Meeting Room Policy and is separate from the Events Policy that will be coming to the Board for approval at a future date. After discussion, A MOTION WAS MADE by Ms. Conklin AND SECONDED BY Ms. Salluzzo to approve the revised Room Reservations Policy for RPL as presented.

Early Closure on New Year's Eve

Ms. Uttaro drew everyone's attention to the first additional Action Item included in the meeting materials (Documents Book). After a brief explanation, A MOTION WAS MADE by Mr. Karin AND SECONDED BY Mr. Hamilton to approve early closure of all RPL locations at 5:00 p.m. on Monday, December 31, 2018.

Facsimile Fee

Dr. Reeves asked the Board to refer to the second additional Action Item (Documents Book), changing the facsimile fees at all RPL branches to \$.25 per page from \$1.00 per page. A MOTION WAS MADE by Mr. Hamilton AND SECONDED BY Ms. Conklin to approve the facsimile fee of \$.25 per page at all RPL branches.

Discussion Items

Branch Facilities & Operations Plan, Final Report

Dr. Reeves introduced Joan Lee, Branch Coordinator. The final report from Hester Street was due on Friday but was not delivered until this morning. Dr. Reeves asked the Board to allow her to postpone her report to next month's meeting. Printed copies of the report will be sent to Board members as soon as they are received for their review prior to next month's meeting. Mr. Hamilton suggested that we allow extra time for this report given its importance. All agreed that the November meeting will be extended by 30 minutes for an ending time of 11:00 a.m. Dr. Reeves also suggested that the Planning Committee may need to be reconvened to assist in implementing the recommendations from the report.

Reports

Rochester Public Library Liaison to the Monroe County Library System Board

Ms. Uttaro delivered the report on behalf of Mr. Lovenheim and reported that business conducted at the MCLS Board meeting included approval of the 2019 meeting schedule and a Disaster Recovery Backup Services Agreement.

Friends and Foundation of Rochester Public Library (FFRPL)

Mr. Davis provided the following updates: The annual Campaign 2018-19 letters went out last month and since July 1, \$68,000 has been raised. FFRPL had worked with Local History to secure funds for City School District students to participate in National History Day projects. City Schools have not participated due to lack of funds for some 20 years. After failing to secure the grants, FFRPL decided to fund the project from discretionary monies. Last week FFRPL and the MCLS Staff Association hosted the annual MCLS Retirees' Luncheon. The 63rd season of Books Sandwiched In (BSI) is midway through and is great as always. The Books Sandwiched In is also live streamed on the Facebook pages of Central Library and FFRPL for those who cannot come in person. The FFRPL Facebook presence – has seen a 180% increase in total reach in the last 12 months: from 23,000 to nearly 65,000. FFRPL will be co-sponsoring the Maker Faire Rochester at the Convention Center on behalf of the Central Library, and has commissioned a special 'Airigami' project designed by Larry Moss. It will be a 12ft x 27ft book-themed balloon mural which community members will help build. After the Maker Faire Rochester event it will be hung in the Central Library's atrium. Upcoming events include a Coming Out Party/Chair & Table Dedication, where small plaques will be unveiled on the original wooden chairs and tables in Harold Hacker Hall, as a thank you to the \$1000+ donors to the Library's From Collections to Community capital campaign. This will take place on Wednesday, Nov 7, just before the opening reception of the 8th annual International Art of the Book Festival & Competition. One week later in Hacker Hall will be the annual Publishers' Circle Library Celebration Dinner for last year's top library donors, featuring, as keynote speaker, Pulitzer Prize-winning journalist and Brighton resident David Cay Johnston. The late and beloved Teen Librarian Stephanie Squicciarini will receive the Harold

Hacker Library Lifetime Achievement Award, and MCLS President Mary Joyce D'Aurizio will be one of the people talking about Stephanie and presenting the award to her husband Fred.

Rochester Public Library Liaison to the Rochester Regional Library Council (RRLC)

Ms. Snow reminded everyone that the Annual Legislative Thank You Breakfast is this coming Friday at 8:30 at the Henrietta Public Library.

Director's Report

Ms. Uttaro offered to respond to any questions on her written report (Documents Book). Hearing none, she asked Trustees to consider reviving several Board Committees. The Branch Planning Committee would be valuable to work with Dr. Reeves on implementing the Branch Facilities Plan. She also asked that the Personnel Committee work with the MCLS Board in providing feedback for an evaluation of the Director. Currently the MCLS Board is working on an evaluation and now is an ideal time to reactivate the committee to provide input. She then reviewed individual trustee assignments as follows: Liaison to Friends & Foundation of the Rochester Public Library is Mr. Hamilton, Liaison to Monroe County Library System Board is Mr. Lovenheim, Liaison to the Reynolds Library is Ms. Salluzzo, and the Liaison to the Rochester Regional Library Council is Mr. Wolf. Ms. Uttaro then brought up the recent security incident at the Phillis Wheatly Community Library, whereby shots were fired outside of the library with at least one bullet striking and shattering the glass above the circulation desk. She reported that Dr. Reeves and Joan Lee are coordinating a review of all branches with the City Security Department. As the next round of budgets are being worked through, staff is likely to be adding funds to allow more guards to be hired for the branches. Ms. Uttaro also noted that the staff at the Wheatly Branch responded exactly as they had been trained. Ms. Uttaro then reminded all that there is a ceremony this afternoon at 4:00 in Hacker Hall to receive two new Dolls from Nagasaki Japan. One doll is going to Rochester Museum and Science Center and the other doll will be kept at the library.

Central Library

Ms. Snow called attention to her written report and offered to respond to any questions. Ms. Benjamin asked if there are any collaborations with local theater companies to produce the play discussed in the written report on page 15, (Documents Book). Ms. Snow responded that there are no plans currently, however, the playwright is working towards staging a full production of his play. She then went on to review the highlights from the written report.

Branch Libraries

Dr. Reeves offered to answer any questions on the written report (Documents Book). She then reviewed highlights from the written report with the Trustees.

Other Business

Ms. Martinez asked about Story Walks and if they are something that can be done at local parks, specifically at Conkey Corner Park. Dr. Reeves offered to connect her to the appropriate people.

Adjournment

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED by Mr. Karin to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 10:16 a.m.

Respectfully submitted,

Sharon Salluzzo, Secretary