Meeting of the Board of Trustees
Rundel Memorial Building Board Room
November 28, 2018
Minutes


RPL Trustees Excused: None

Staff and Guests: City Law Department Liaison, Johanna Brennan, Esq., City Council Liaison, Elaine Spaull, FFRPL Liaison, N. Davis, Staff Members, J. Lee, J. Lenio, T. Reeves, S. Snow, A. Suro, P. Uttaro, D. Mansour

Call to Order
Ms. Benjamin called the meeting to order at 9:05 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
An error was noted in the heading of the minutes. The location should be the Rundel Board Room and not the Charlotte Branch library. A MOTION WAS MADE BY Mr. Gardner AND SECONDED BY Mr. Hamilton to approve the minutes of the October 24, 2018, meeting with the amendment (Documents Book). THE MOTION PASSED with Mr. Wolf abstaining.

Personnel Changes
Ms. Suro called attention to the personnel changes and staffing levels for the period October 6 – November 9, 2018, and reviewed highlights with trustees (Documents Book). A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the Personnel Changes as presented. THE MOTION PASSED UNANIMOUSLY.
Financial Reports

Ms. Harrison called attention to the monthly financial summaries and trust fund expense reports for October 2018. A MOTION WAS MADE BY Mr. Wolf 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.

Ms. Harrison then reviewed the summary document handout that summarized finances for the fiscal year 2017-18. Items of note included reduced revenue under Service Charges for Central Library due to the lack of a tenant in the Café space of the Bausch & Lomb Building.

Ms. Spaull joined the meeting at 9:10 a.m.

Ms. Conklin asked if the 3 branch libraries that exceeded their budgets need approval. Ms. Harrison explained that as long as the total for branches does not exceed the budget, then no additional approvals are needed. Mr. Hamilton asked for clarification of the City’s contribution to the library and where that money is shown in these documents. Ms. Harrison drew his attention to the last page of the handout and the line item “City Tax Support, Interest, Other” in the Revenue Summary section.

Central Library Closure on Saturday, May 11, 2019

Ms. Uttaro explained that the 2019 Rochester Criterium Race is scheduled for Saturday, May 11, 2019, and the City of Rochester will close streets around the Central Library making it very difficult for staff and patrons to access the library. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the closure of the Central Library on May 11, 2019. THE MOTION PASSED UNANIMOUSLY.

Establish RPL Investment Committee

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Conklin to table the agenda item pending discussion with the finance committee. THE MOTION PASSED UNANIMOUSLY.

Library RPL-MCLS Staff Association Vending Agreement

Ms. Harrison drew everyone’s attention to the action item in the Director’s Report (Documents Book). After a brief discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve an Agreement Amendment with the RPL-MCLS Staff Association to continue management of vending services at the Central Library for the period December 1, 2018, to November 30, 2019. THE MOTION PASSED UNANIMOUSLY.

Acceptance of Harold Hacker Grant

Ms. Snow asked the board to approve acceptance of a $2500 Harold Hacker Grant awarded to the Outreach Department for the project “Picture This: Graphic Novels and Literacy in the Monroe County Correctional Facility.” This project will expand Outreach/Extension services at Monroe County Correctional Facility to include a graphic novel program for inmates geared to inspire, educate and promote literacy and inspire a sense of community. This pilot program will
include RPL staff-led discussions of Greg Neri’s *Yummy: The Last Days of a Southside Shorty* and *Grand Theft Horse*, as well as a visit from the author who will be in town for Greater Rochester Teen Read Week in 2019. After discussion, A MOTION WAS MADE by Mr. Wolf AND SECONDED BY Ms. Spaull to approve the acceptance of the grant as presented.

**Discussion Items**

**Changes to NYS Minimum Standards for Libraries**

Ms. Snow reviewed the changes to minimum standards. Of note are the requirements that by-laws and policies need to be reviewed every 5 years at a minimum and that libraries need to have a long-range plan. Additionally, the standards call for partnerships with local community groups, a published annual report, published information on the library’s governance, and published annual budget documents. Further requirements include annual technology training for all staff appropriate to their position. Ms. Uttaro noted that the review of by-laws and policy standards will impact this Board since the by-laws have not been reviewed in a very long time.

**Reports**

**Rochester Public Library Liaison to the Monroe County Library System Board**

Mr. Lovenheim reported that business conducted at the MCLS Board meeting included approval of a policy on Public Comments to the Board.

**Friends and Foundation of Rochester Public Library (FFRPL)**

Mr. Davis provided the following updates: Yesterday was ROC the Day, a 24-hr day of giving, and FFRPL received more than $4317 in addition to $3000 in FFRPL Challenge Grants which doubled the impact of those gifts, for a grand total of $7317. Since July 1, the 2018-19 annual campaign has raised about $87,000. This includes gifts from about 220 legacy donors (who have given at least 10 years, and in some cases nearly 20 years!), 66 new donors and 89 re-engaged/lapsed donors who haven’t made a gift in three years or more. Some of the FFRPL Board members will be making ‘thank you’ telephone calls to the legacy donors, expressing appreciation for their longstanding support. We hope this simple thank you will begin a discussion of what the library means to them, and inform our next steps for planned giving appeals. Our next appeal letter should arrive in homes late next week and will feature FFRPL's support of intellectual freedom in the library. At the NYLA conference earlier this month, Ned was honored to receive NYLA’s Intellectual Freedom Award. In grants news, FFRPL received a $5,200 grant from Best Buy to purchase two high-end iMacs and an Oculus Rift headset for the imagineYOU lab. November 14, was the annual Publishers’ Circle Library Celebration Dinner for 120 of last year’s top library donors, featuring keynote speaker David Cay Johnston. The Harold Hacker Library Lifetime Achievement Award went to the late and beloved Teen Librarian Stephanie Squicciarini. FFRPL commissioned an ‘Airigami’ balloon mural at last week’s Maker Faire Rochester, and the 12ft x 25ft artwork is now hanging in the atrium of the Bausch & Lomb Building. Finally, you are all invited to a special event for friends of beloved RPL librarians Alan Kusler and Bill Cox (who left the Library $1.7M in their wills two years ago) at noon next Tuesday, December 4, to celebrate the dedication/opening of the newly renovated Kusler-Cox Auditorium. We have also uncovered a
6-minute video from RPL’s mid-1980’s self-produced Cablegram show where Alan Kusler portrays Morton Rundel.

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

Mr. Wolf reported that RRLC approved a clean audit report, made some changes to some by-laws, discussed the internship program, and some members stayed after the meeting for a sexual harassment training.

**Director’s Report**

Ms. Uttaro offered to respond to any questions on her written report (Documents Book). Ms. Benjamin asked her to offer her opinions on the digital divide as it relates to our libraries. There was a brief discussion on the current research regarding the effects of increased screen time on children and the disparities between children in poverty and those from more wealthy families. Next, Ms. Drury asked about the recent survey regarding library trustee training. Ms. Uttaro responded that nothing has happened yet and the survey only recently closed. There were over 1000 responses and it should take some time before results are available. Ms. Uttaro then passed around a sample of the GoChip Beam to the trustees. Ms. Uttaro announced that the County Executives Holiday Open House will be held Thursday, December 20, from 11:30 – 2:30. Anyone wishing to attend should let Ms. Mansour know and she will RSVP on behalf of all interested trustees. She then explained that the 2020 census will be the first time that people may respond online and libraries are beginning work with other interested parties to coordinate census efforts. An ask for funding for libraries is being put together to potentially request $60M statewide out of a $180M fund designated to support census activities. The funding would be used to upgrade online access and equipment at libraries as well as provide staff to assist with census efforts. Lastly, she acknowledged Ana Suro for her ongoing work in getting the library switched over to the Kronos online timecard system. Ms. Suro has been working on this project for nearly a year. There was a brief discussion of the issues that have come up in Kronos and the solutions implemented or soon to be implemented.

**Central Library**

Ms. Snow called attention to her written report and offered to respond to any questions. She asked the trustees to look forward to some newly refurbished holiday decorations that will be put on display throughout the Central Library.

**Branch Libraries**

Dr. Reeves offered to answer any questions on her written report (Documents Book). She then reviewed highlights of her activities from the written report with the Trustees. Finally, she provided an extensive presentation on the Branch Facilities & Operations Plan from Hester Street consultants. Ms. Uttaro clarified that the Board approval of the plan won’t happen until the January meeting to allow Board members sufficient time to review the written document. She also brought up activating the Board’s Branch Planning Committee. Ms. Uttaro would like to see the members of that committee attending the retreat that will occur with the branch staff to work through actual next steps.
Ms. Spaull left the meeting at 10:48.

**Other Business**

Mr. Gardner explained that he is a member of the Rochester Rotary Club and that they have a project to learn more about Narcan® and to help facilitate training as well as the placement of Narcan® in convenience and corner stores in their neighborhood. He asked if the Board would be interested in partnering with the Rotary Club in these efforts. Ms. Uttaro shared that the library has used the County for this training and staff has had the option to take the training. Several Trustees indicated that they would be interested in receiving Narcan® training.

Ms. Martinez shared her experience visiting a library in Tennessee stating that it was a beautiful facility and felt like home. She was especially impressed with the children's area being appointed with large cushioned chairs and floor pillows.

**Adjournment**

A MOTION WAS MADE BY Ms. Conklin AND SECONDED by Mr. Hamilton to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 10:58 a.m.

Respectfully submitted,

Sharon Salluzzo, Secretary