



**Rochester
Public Library**

More Than You Think

115 South Avenue | Rochester | New York | 14604

**Meeting of the Board of Trustees
Charlotte Branch Library
September 26, 2018
Approved Minutes**

RPL Trustees Present: D. Benjamin, A. Drury, G. Gardner, R. Hamilton, D. Karin, J. Lovenheim, W. Martinez, S. Salluzzo (quorum present)

RPL Trustees Excused: K. Baynes, C. Conklin, G. Wolf

Staff and Guests: City Law Department Liaison, Johanna Brennan, Esq.; Rochester City School District Liaison, Everton Sewell; Staff members B. Harrison, S. Snow, A. Suro, P. Uttaro, D. Mansour

Call to Order

Mr. Hamilton called the meeting to order at 9:04 a.m. and welcomed trustees, staff, and guests.

Public Comments

Ms. Rachael Green and her son, Johnathan, addressed the Board regarding participation in art classes at the Central Library and her dissatisfaction with the communication she has received from library staff with regards to her children's presence in adult art classes. Ms. Benjamin arrived during her remarks at 9:09.

Action Items

Meeting Minutes

A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Drury to approve the minutes of the August 29, 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 August 11 – September 7, 2018, and reviewed highlights with trustees (Documents Book). Ms. Benjamin asked about the interim plans with the departure of the bilingual librarian from the Lincoln Branch. Ms. Suro responded that we have substitutes in place and are working with the Ibero-American Action League to reach out into the local and national Latino communities in addition to our normal hiring advertisements. 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 called attention to the monthly financial summaries and trust fund expense reports for August, 2018, noting that the employee development is higher than usual due to the large number of employees being sent to the New York Library Association Conference. The conference is in Rochester this year so it makes fiscal sense for us to send as many staff as we can. (Documents Book). She offered to respond to any questions, and none were raised. Ms. Harrison then offered some information on fiscal year-end 2017-18. She went on to explain that in the past she has provided the Board with a fiscal year-end summary at the September meetings as an information item, not as an action item. This year, she will submit this to the Board in October because our reporting has changed with the City's transition to the new WorkDay software. She is working with several City Departments to fully understand the changes in reporting and their implications on the Library's budget. A MOTION WAS MADE BY Ms. Salluzzo 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.

Wicked Squid Studios Professional Service Agreement

Ms. Uttaro summarized the proposed agreement with Wicked Squid Studios. Josh Pettinger, owner and operator of Wicked Squid Studios, will collaborate with Central Library staff to create an Artist Development Program in the imagineYOU digital media lab in Teen Central. Dr. Reeves has developed a multi-phase program that will develop the music and sound production skills of youth in the Rochester area. In the first phase, Wicked Squid Studios and imagineYOU will create a pre-collegiate program that is flexibly structured to engage and develop students' initial interest in producing music. The second phase will require the library to partner with a local college to develop a program that results in an Associate's Degree or an apprenticeship program. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Salluzzo to approve an agreement with Wicked Squid Studios for the services described for an amount not to exceed \$7,600 and a term not to exceed one year. THE MOTION PASSED UNANIMOUSLY.

NYS Library Construction Grant Application

Ms. Harrison summarized the construction grant application proposed for submittal to the New York State Education Department's Division of Library Development. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Karin to approve the NYS Library Construction grant application with NYSED support of \$269,100, with anticipated Library/City matching debt funds of \$193,900, and total estimated construction costs of \$463,000 for the east terrace portion of the project. THE MOTION PASSED UNANIMOUSLY.

Mr. Lovenheim joined the meeting at 9:25 a.m.

Discussion Items

Public Comments

The Board discussed Ms. Green's earlier remarks at length and determined that Ms. Uttaro will work with President Benjamin to prepare a written response to Ms. Green.

Mr. Sewell joined the meeting at 9:45 a.m.

Meeting Room Policy

Ms. Harrison drew everyone's attention to the RPL Room Reservation Policy documents (Document's Book). Ms. Harrison explained that the policy for Board action should only encompass fee structures and liability issues and the procedural pieces of reserving rooms do not require action from the Board. Several members provided feedback for Ms. Uttaro and Ms. Harrison who will bring a revised policy to the Board for action at the next meeting.

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 construction grant awards as recommended.

Friends and Foundation of Rochester Public Library (FFRPL)

Ms. Uttaro delivered the report on behalf of Mr. Davis. The 2018-19 annual campaign letters went out two weeks ago and garnered immediate returns. The amount raised to date is approximately \$22,000. The 63rd season of 'Books Sandwiched In' began at 12:12 p.m. last week in Kate Gleason Auditorium. There were two after-hours events last week co-sponsored by FFRPL with support from the Harold Hacker Fund for the Advancement of Libraries. The "Libraries After Dark Fringe Carnival" on Friday at the Central Library from 9:00 p.m. to Midnight was very successful and early estimates put attendance at 500 people.

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

Ms. Uttaro delivered the report on behalf of Mr. Wolf and reported that the RRLC has an opening on the Board and they are looking for a faculty member to represent the interests of local public universities.

Director's Report

Ms. Uttaro offered to respond to any questions on her written report (Documents Book). Ms. Drury asked if the Sister Cities collection project will include items located at City Hall and other locations. Ms. Uttaro answered that including all items regardless of location is the goal for cataloging the collection. Mr. Lovenheim asked about a meeting of the investment advisory committee. Ms. Harrison responded that she has not received responses for people's availability but that she will follow-up with another e-mail to get the committee meeting date and time set. Ms. Uttaro then announced that Mr. Davis has been awarded the New York Library Association's Intellectual Freedom Award. Ms. Uttaro then reported that the conversion to the City's online timekeeping system, Kronos, is moving forward and the library is going live on October 1.

Central Library

Ms. Snow called attention to her written report and offered to respond to any questions. She then reviewed some highlights from the written report (Documents Book).

Branch Libraries

Ms. Snow delivered the report on behalf of Dr. Reeves and reviewed highlights from the written report (Documents Report).

Other Business

Ms. Martinez invited all Board members to join her at an addiction awareness walk in October in remembrance of her son. She will forward more details to the members as they are finalized.

Adjournment

A MOTION WAS MADE BY Ms. Drury AND SECONDED to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 10:36 a.m.

Respectfully submitted,

Sharon Salluzzo, Secretary