

Monroe County Library System
Meeting of the Board of Trustees
Minutes
January 23, 2017

Trustees Present: D'Aurizio, Guttmacher, Lovenheim, Shelly, Stockman, Wolf

Trustees Absent: Brandt, Knapp, Thompson

Staff and Guests: Monroe County Law Department Liaison, Donald Crumb, Esq.; Staff members Gilbert, Harrison, Reeves, Snow, Uttaro, Boldt
Flower City AmeriCorps members Antoinette Lubich-Claps; Toshia Mitchell; and Shaquavia Williams

Call to Order

Mr. Wolf called the meeting to order at 12:15 p.m., and welcomed trustees and guests.

Public Comments

Mr. Wolf invited any members of the public present who wished to address the board to do so; there being none, he recognized the AmeriCorps members, invited to briefly describe their library assignments and experiences for trustees.

Dr. Reeves introduced Ms. Lubich-Claps, who noted that she is working at the Lincoln Branch Library as a Community Navigator in the area of financial literacy. She added that she also assists patrons with job applications and resumes, as well as fundamental computer skills necessary for job searching, such as establishing e-mail accounts. Ms. Mitchell introduced herself, noting that she also works at the Lincoln Branch Library supporting the Raising A Reader program, and presents story times at area daycare centers. Ms. Mitchell added that she also works in Lincoln's Toy Library one day each week, and enjoys seeing the children's enthusiasm for reading and learning. Ms. Williams reported that she works as a Community Navigator at the Lyell Branch Library in the area of financial literacy. She noted that she develops lists of local businesses currently hiring, and updates the lists regularly to facilitate participants focusing on entities with job openings. Ms. Williams added that she also holds resume classes, and presents programs for children and youth aimed at helping them understand how to budget; one theme is built around saving for a pet, with discussion of all aspects of pet ownership and associated expenses. The AmeriCorps members responded to questions from trustees, and Mr. Wolf thanked them for their excellent work, and this morning's reports.

Action Items

Meeting Minutes

A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Stockman to approve the minutes of the November 21, 2016 meeting (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Claims

Ms. Harrison called attention to the Claims dated November 18, 21, and 23; December 2, 5 and 16, 2016, and January 3, 2017 included with the packet (Documents Book). She reviewed highlights, and responded to questions. Ms. Harrison briefly described the rationale and plans for installation and implementation of a new phone system at the Central Library, noting that new phones are already functional at the city branch libraries. She explained that the current PBX system was nearing the end of its useful life, and would also no longer be eligible for reimbursement through the federal e-rate program; the new phone system will be e-rate eligible and will result in overall cost reductions. Ms. Harrison added that the new phone system was scheduled to be fully functional at the Central Library on February 2,

2017. Following brief discussion, A MOTION WAS MADE BY Ms. Stockman AND SECONDED BY Dr. Guttmacher to approve the Claims as presented. THE MOTION PASSED UNANIMOUSLY. In response to a question from Dr. Guttmacher, Ms. Uttaro briefly updated trustees on the RPL children's materials fine waiver pilot program, adding that she had heard numerous positive anecdotes from public service staff based on interactions with the public who were surprised and very pleased with the pilot program.

TLC-CARL Migration Services Agreement

Ms. Harrison reported that when the current five-year agreement with The Library Corporation (TLC) for Integrated Library System (ILS) maintenance services was approved by this Board in April, 2016, it was confirmed that MCLS would retain existing ILS hardware through 2017, with transition to a TLC-hosted environment during the early years of the agreement. She explained that based on required firewall upgrades and resource scheduling for both MCLS and TLC, migrating the ILS to Software as a Service (SaaS), or hosted solution, has been planned to take place by third quarter of 2017. Ms. Harrison noted that these servers were nearing the end of their useful lives, and in response to a question, explained that while it might be possible to keep them operational for a longer period, there would likely be an increase in down time, and ultimately, the capacity to implement updates would be degraded. Ms. Harrison briefly reviewed terms of the agreement, noting that the TLC's ILS solution would be hosted at their data center in Denver, CO. Following discussion, A MOTION WAS MADE BY Ms. D'Aurizio AND SECONDED BY Mr. Lovenheim to approve the proposed agreement with TLC for MCLS ILS migration services as described for a total cost of \$37,600, as presented, to be funded through use of the MCLS Automation Trust Fund. THE MOTION PASSED UNANIMOUSLY.

MCLS Automation Trust Fund Use

Ms. Harrison briefly reviewed background, noting that the MCLS Automation Trust Fund was established in 1988 to support system automation needs, with state aid and system member cost shares added to the fund in the 1990s. She added that contributions to the Fund ended during the 2000s due to reductions in state aid. Ms. Harrison reported that the current Automation Trust Fund balance is \$189,778. She explained that migration of the ILS to a Software as a Service (SaaS), or hosted, solution would require expenditures from the Fund totaling \$37,600, as previously discussed and approved by this Board. She added that the firewall has also reached the end of its useful life (last installation was in 2012), and the cost for replacement, with training, would be \$63,000. In response to a question from Mr. Lovenheim, Ms. Harrison confirmed that this expense was not eligible for E-rate reimbursement. Ms. Uttaro presented a question forwarded by Dr. Knapp regarding whether and how the MCLS Automation Trust Fund could be replenished. Ms. Harrison explained that moving forward, increases in state aid and any year-end MCLS budget surpluses, beyond the recommended MCLS fund balance allocation, would be recommended to the Board for appropriation and restriction to the Automation Trust Fund. In response to a question from Mr. Wolf, Ms. Harrison noted that the MCLS Automation Trust Fund was actually a temporarily restricted capital fund, and as such, funds were not eligible to be invested in interest-bearing accounts. Following discussion, A MOTION WAS MADE BY Ms. D'Aurizio AND SECONDED BY Ms. Shelly to authorize utilization of \$100,600 from the MCLS Automation Trust Fund for the two projects, as presented. THE MOTION PASSED UNANIMOUSLY.

CampbellNet Solutions Professional Services Agreement

Ms. Harrison reported that Library Automation Services staff have identified data communication needs with various network equipment infrastructure; CampbellNet Solutions has provided such services at member libraries and for LAS for several years, and has developed a high level of institutional knowledge and understanding. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. D'Aurizio to approve the proposed professional services agreement with CampbellNet Solutions that calls for the contractor to bill for services rendered at a rate of \$150 per hour; if there is a need for parts or

equipment replacement, MCLS will pay state contract pricing, or the actual cost paid by the contractor, with the total contract amount not to exceed \$5,000, to be funded from the 2017 MCLS operating budget for a term of January 1, 2017 to December 31, 2017, as presented. THE MOTION PASSED UNANIMOUSLY.

Reports

Rochester Public Library Board

Mr. Wolf reported that at its last meeting, the RPL Board reviewed and approved the personnel and finance reports, as well as the 2017 holiday schedule. He added that the Board also approved the following: a two-day closure of the Rundel Memorial Building for front door replacement (specific date to be determined); acceptance of a Harold Hacker Fund for the Advancement of Libraries grant for local author programming; a vending agreement; and a lease with West End, LLC for rent-free space for use by the RPL Literacy Coordinator in connection with book distribution efforts.

MCLS Board Meetings at Member Libraries

Following up on discussion at the November MCLS Board meeting, Mr. Wolf and Ms. Uttaro led discussion of holding two meetings at town libraries each year, calling attention to the relevant section of the Director's Report (Documents Book). Ms. Uttaro passed along Dr. Knapp's comment that while he believed this to be a good idea, if traveling presented a hardship for those with other pressing time commitments, perhaps other opportunities to visit member libraries could be explored. Mr. Brandt agreed that holding MCLS Board meetings at member libraries from time to time would be beneficial. Following discussion, Mr. Wolf called for an informal vote. There was consensus reached that the April, 2017 meeting would be held at the Pittsford Community Library; and the September, 2017 meeting would be held at the Brighton Memorial Library, with thanks to all the member libraries who offered to host.

Director's Report

Ms. Uttaro called attention to the 2016 MCLS Budget Kits distributed at the meeting (Documents Book). She reported that MCLS Office staff were in the process of collecting data for the 2017 kits, and explained that many directors use this information as a benchmarking tool. During discussion, it was noted that not all of the member libraries submit information to be included in the Budget Kit. Ms. Snow explained that a few directors do not find it particularly helpful; and some are reluctant to share unaudited financial information. Ms. Uttaro added that some directors find the Benefits section very helpful, for example, in demonstrating to funders the importance of offering certain benefits to employees. Ms. Uttaro reported that the annual MCLS Directors' Retreat was held at the Webster Public Library earlier this month. She noted that it was agreed that the MCLS System Services and Operations Committee would take the lead in updating the MCLS Document of Understanding (the current agreement expires on December 31, 2017). She added that the updated document will ultimately be presented to this Board later this year.

Ms. Harrison briefly demonstrated the updated MCLS web site, noting that it had been developed in-house, with a focus on designing features for optimal ease of use by patrons. She added that there was an opportunity for website visitors to submit feedback, which members of the web development team review immediately. Ms. Harrison further noted that several positive comments had been received from member library directors. She encouraged all present to explore the new site.

Friends and Foundation of RPL

Mr. Davis reported on the new "Frequent Thinker" loyalty card developed for attendees, explaining that card holders would have their cards punched at each event they attend in the Tuesday Topics series; those with four punches are entitled to a free beverage, and those with six punches are eligible for lunch with the FFRPL Executive Director in March. Mr. Davis further reported that Annual Campaign proceeds to date totaled approximately \$172,000, representing an increase compared to last year in the number of first-time

donors; the number of online gifts; and the average gift. He updated trustees on the estate of Bill Cox and Alan Kusler, the RPL librarians who retired decades ago, noting that in late December, an additional check was received, bringing their bequest to \$1.7 million to benefit the library. He explained that from this gift, \$300,000 would be divided among support for the From Collections to Community capital campaign; the new Kusler-Cox Fund for Outreach (county-wide work to bring library services to shut-ins, prisoners, those living in senior communities, among others); and to support renovations to the Rundel Auditorium. Mr. Davis added that the RPL Board of Trustees was scheduled to vote later this week on re-naming this space as the Kusler-Cox Auditorium in recognition of this generous gift. He noted that the remainder of the bequest would be invested in the endowment fund.

Mr. Davis further reported on the Publishers' Circle Library Celebration Dinner, held this year at the Memorial Art Gallery in light of the ongoing renovation work in Harold Hacker Hall in the Rundel Memorial Building. He noted that John Lovenheim was honored with the Harold Hacker Library Lifetime Achievement Award, and that for the first time, there was a charge for tickets, resulting in a modest profit on the event. Mr. Davis added that the keynote speaker was *New York Times*-bestselling author, Lauren Groff, who wrote an essay specifically for this event about her genuine love for libraries, based on the theme of the nine ancient muses. Mr. Davis shared the final section of her speech, on Erato, Muse of Lyric Poetry and Love:

The day that my smallest son turned five, we walked hand-in-hand the two blocks from our house down to the Headquarters Library in Gainesville. We went down to the Children's Department, decorated in primary colors and exclamation points and cartoon characters, with toddlers draped over all the furniture and soft acoustic guitar music playing. My little boy signed a paper in his blocky handwriting. The librarian went on the intercom and summoned every other librarian in the building who was free. They gathered and stood around him in a circle and sang Happy Library Card Day to him, and he looked up at them, grinning so hugely I thought his little cheeks would pop. The head children's librarian then handed him his library card and he took it with tremendous solemnity, holding his breath.

As a family, we have always loved the library; we have always gone on Sundays since the week my oldest son was born. But when my younger son got his library card, he felt differently about the place; it was finally his. He has taken ownership of the sacred space. He has become invested in making sure that it stays open for all of the people who need it, who love it, who have used it and will use it in the future to learn and grow.

Town Libraries

Ms. Gilbert called attention to her written report included in the Director's Report, and offered to respond to any questions (Documents Book). She briefly reviewed program highlights and new developments at the town libraries, noting that the after-school program at Gates Public Library had doubled in size this year. She added that Gates had also received a grant for an eight-week program, *Girls Who Code*; plans call for making this a regular program offering after the initial period. There was discussion of the Irondequoit Department of Public Works fire's impact on Irondequoit Public Library operations.

Central Library

Ms. Snow reported that the new RPL Strategic Plan identified marketing communications and advocacy as important priorities, and was pleased to report the high level of media attention focused on the library recently, noting especially the three feature stories in the *Rochester Business Journal*. She added that staff were experiencing an increase in inquiries regarding library services in response to this attention. Ms. Snow further reported that the President of the Urban Libraries Council was scheduled to visit the Central Library on February 27 to present the Top Innovator Award in recognition of the embedded business librarian program initiated by Jennifer Byrnes and Business Division staff. She noted that on election day, there were many visitors to the Susan B. Anthony grave in Mt. Hope Cemetery, and a great deal of related public engagement on the library's social media accounts.

Dr. Reeves called attention to her written report included in the Director’s Report (Documents Book) and offered to respond to any questions. She reported on the very successful visit by author, Nikki Grimes, who autographed 600 copies of her book, and was very popular with the young patrons who attended her programs. Ms. Uttaro added that it was announced today that Ms. Grimes has won the 2017 Laura Ingalls Wilder Award honoring an author or illustrator, published in the United States, whose books have made a substantial and lasting contribution to literature for children. Dr. Reeves further reported that Teen Central was the featured venue for the 7th annual Greater Rochester Teen Read featuring Jason Reynolds and Brendan Kiely, authors of the award-winning *All American Boys*. This year was exceptional because we collaborated with the Rochester City School District and hosted three author workshops attended by students from a variety of schools, as well as Sully Branch Library students. Dr. Reeves updated trustees on the Raising A Reader program, and further reported that the Rochester Fencing Club’s visit to Teen Central was especially well-received.

Other Business

Mr. Wolf reminded trustees that the next meeting would be held jointly with the RPL Board of Trustees, on Wednesday, February 22 at 9 a.m. in the Rundel Auditorium.

Adjournment

The meeting was adjourned by consensus at 1:15 p.m.

Respectfully submitted,
Patricia Uttaro, Secretary