

**Monroe County Library System
Meeting of the Board of Trustees
Minutes
March 20, 2017**

Trustees Present: Brandt, Guttmacher, Lovenheim, Shelly, Stockman, Thompson, Wolf

Trustees Excused: D'Aurizio, Knapp

Staff and Guests: Staff members Davis, Gilbert, Harrison, Snow, Uttaro, Boldt

Call to Order

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

Public Comments

There being no members of the public present who wished to address the board at this time, Mr. Wolf called attention to the minutes of the previous board meeting.

Action Items

Meeting Minutes

Mr. Brandt requested that the minutes of the January and February, 2017 meetings be revised to reflect that his absence was "excused" rather than listing him as having been "absent." A MOTION WAS MADE BY Dr. Guttmacher AND SECONDED BY Mr. Lovenheim to approve the minutes of the February 22 and January 23, 2017 meetings as revised (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Claims

Ms. Harrison called attention to the Claims dated February 24 and 27, 2017 included with the packet (Documents Book). She reviewed highlights, and responded to questions. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Thompson to approve the Claims as presented. THE MOTION PASSED UNANIMOUSLY.

Community Wireless Services Contract for E-Rate Funding

Ms. Harrison reported that based on the successful results of a one-year pilot project, Library Automation Services and Finance staff had issued a request for proposals (RFP) for a public wireless solution for participating member libraries for a three-year term. She explained that this public wireless solution is designed for private devices in library settings, and is separate from the primary library network. Ms. Harrison called attention to the Director's Report for information on the two providers that submitted proposals, and the evaluation criteria used in selecting the recommended vendor. She announced that based on the evaluation conducted, Spectrum is recommended to provide the wireless services to begin July 1, 2017, at member libraries that have requested this service (Brighton, Central Library, Chili, Fairport, Gates, Henrietta, Irondequoit, Mendon, Parma, Penfield, Pittsford, Rush, Webster, and the 10 RPL branch libraries). Ms. Harrison added that because of the installations completed during the one-year pilot, there would be no capital costs associated with the three-year term; costs for the service are eligible for the 90% E-rate reimbursement rate afforded to the System, and plans call for 2018 expenses (\$32,700) and revenues (\$29,400) to be incorporated in the 2018 MCLS budget. She further noted that member libraries not participating in the 2017-18 E-rate cycle may opt in for the 2018-19 cycle, as long as commitments for installation of filtering hardware are secured, based on E-rate requirements. In response to a question, Ms. Harrison briefly summarized the federal E-rate program, noting that under updated guidelines, since the MCLS data center is located within the City of Rochester, the reimbursement rate is determined by the City's level of poverty, which results in the 90% reimbursement rate. In response to a question from Ms. Shelly, Ms. Harrison affirmed that not all MCLS member libraries have chosen to

participate in this program. Ms. Uttaro and Ms. Harrison responded to additional questions, and following discussion, A MOTION WAS MADE BY Ms. Shelly AND SECONDED BY Mr. Lovenheim to approve the proposed telecommunications agreement with Spectrum Cable, Inc. for the services described, with a per site price of \$114.97 per month for the period July 1, 2017 – June 30, 2020. THE MOTION PASSED UNANIMOUSLY.

Reports

Friends and Foundation of Rochester Public Library

Mr. Davis reported on the very successful Huge Used Book Sale that raised approximately \$7,200, noting that this was especially impressive in light of the severe winter weather that resulted in the library being closed on the dealer preview sale day. He added that left over items had been offered to representatives of the MCLS Outreach / Extension department; Shelley Matthews, RPL Literacy Coordinator and Book Angel project coordinator, and other non-profit entities; any remaining leftovers after these organizations took all that they could handle, were recycled. Mr. Davis thanked everyone who had helped with the sale, noting that several Boy Scouts had assisted with setting up early last week. He reminded trustees that the Books Sandwiched-In series was scheduled to resume tomorrow, and briefly reviewed highlights of upcoming programs.

Director's Report

In response to a question regarding the drop in overall materials transported through the MCLS Shipping department during February, 2017 with the simultaneous increase in “holds” transported during the same period in comparison with February, 2016, there was discussion about possible causes, and trends in circulation. Ms. Uttaro speculated that the phenomenon could be related to the experimental suspension of the “new” designation on materials that was conducted during 2016 which resulted in an increase in materials being placed on hold. Ms. Uttaro passed around one of the new library cards for young children recently approved by this Board. She added that she had been invited to give a presentation to the New York State Board of Regents on MCLS early childhood literacy initiatives in early April.

Ms. Uttaro reported that the MCLS System Services & Operations Committee is working on updating the Memorandum of Understanding for 2018 – 2020, noting that major changes were not anticipated at this time. In response to a question, Ms. Uttaro updated trustees on the current status of the state budget, noting that the Senate and Assembly had each included separate increases in funding above the amount included in the Governor’s original proposal; however, at this point, there was no definitive indication of the anticipated final outcome nor date of passage.

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 reported that virtually all of the member libraries had experienced power outages as a result of the wind storm(s) and during the more recent snow storm, several had been designated as official warming stations. She added that several libraries had actually extended open hours and offered hot refreshments to patrons needing a place to warm up due to extended power outages in some areas. In response to a request from Ms. Stockman, Ms. Gilbert offered to include the names of the various library directors in her report to help familiarize trustees with the member libraries.

Central Library

Ms. Snow reported that the Local History & Genealogy Division staff had assisted with a research project related to construction of a new housing project above the tunnel formerly used for the subway located south of the Rundel Memorial Building. She explained that library resources consulted included plat maps plus images from the Mayor Clarence VanZandt Subway Photo Collection; based on the research,

DGA Builders staff have determined that the tunnel walls were constructed independently of the railroad structure, and will be able to stand following removal of adjacent materials.

Ms. Snow briefly described numerous programs presented by Local History & Genealogy staff outside of the Central Library, noting that one genealogy presentation at Webster Public Library had attracted the largest turnout in recent history for any program the (Webster) library has offered. She added that Webster staff had been very helpful when significantly more people attended than had registered, and later reported receiving many positive comments from attendees. Ms. Snow reported that the tax preparation assistance offered by the New York State Department of Taxation and Finance (NYS DTF) was again very popular with patrons. However, she noted that NYS DTF had reduced the number of their visits this year, and Business-Social Sciences staff were referring patrons to other available resources.

Ms. Snow reported that the new activities room was now open in the Arts-Literature Division, and programming in the space is underway. She added that the new Teen Central space was open on the second floor of the Bausch & Lomb Public Library Building, and encouraged everyone to visit both spaces.

Ms. Harrison called attention to the Central Library 2017-2018 Budget Funding Support Request document distributed at the meeting, and reviewed key points with trustees (Documents Book).

MCLS Services

Ms. Snow announced that Overdrive is discontinuing their Nook periodicals platform; as a result, the online magazine subscriptions will expire (most will expire on April 8). She added that this service had been very popular with patrons, and staff were exploring other options to provide future online access to newspapers and magazines. In response to questions, Ms. Snow noted that it was her understanding that Overdrive is working on a new digital magazine platform, but is not yet ready to launch it.

Ms. Snow invited all to consider attending “MCLS Night at the Ballpark.” She explained that a block of tickets had been reserved at the group rate of \$7 each, and this date is also “Star Wars Night” featuring character appearances from the 501st Legion’s Garrison Excelsior, and a Star Wars-themed fireworks display. Anyone interested in tickets for this event should contact her or the MCLS office; an email message with additional details has also been sent.

Ms. Uttaro reported that the Rochester Regional Library Council’s annual Library of the Year contest was scheduled to open on April 2; voting will be open for two weeks, with the winner to be announced at the RRLC’s annual meeting at Casa Larga Vineyards in June.

Other Business

Ms. Uttaro reminded trustees that the next meeting of the MCLS Board is scheduled to be held at the Pittsford Community Library on April 24, with the call to order at 12:15 p.m.

Mr. Brandt noted that 1992 Nobel Laureate, poet and playwright, Sir Derek Walcott had recently passed away, and suggested that the Arts-Literature Division consider creating an exhibit of his works. Ms. Snow offered to pass this suggestion on to division staff.

Adjournment

The meeting was adjourned by consensus at 1:05 p.m.

Respectfully submitted,
Patricia Uttaro, Secretary