

**Monroe County Library System
Meeting of the Board of Trustees
Rundel Memorial Building Board Room
Minutes
May 15, 2017**

Trustees Present: Brandt, D'Aurizio, Guttmacher, Knapp, Lovenheim, Shelly, Stockman, Thompson
Trustees Excused: Wolf
Staff and Guests: Monroe County Law Department Liaison, Don Crumb; Staff members Davis, Gilbert, Harrison, Snow, Uttaro, Boldt

Public Comments

There were no members of the public present who wished to address the board at this time.

Call to Order

Vice-President D'Aurizio called the meeting to order at 12:17 p.m., and welcomed trustees and guests.

Action Items

Meeting Minutes

A MOTION WAS MADE BY Dr. Knapp AND SECONDED BY Ms. Thompson to approve the minutes of the April 24, 2017 meeting (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Claims

Ms. Harrison called attention to the financial Claims dated March 2 and 27; and April 7 and 21, 2017 included with the packet (Documents Book). She reviewed highlights and responded to questions from trustees. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Dr. Guttmacher to approve the Claims as presented. THE MOTION PASSED UNANIMOUSLY.

Proposed 2018 MCLS Budget

Ms. Harrison called attention to the proposed 2018 MCLS Budget included with the packet, noting that assumptions at this time include flat funding from New York State; no changes are anticipated from Monroe County, nor in the level of system cost shares (Documents Book). She explained that based upon current projections, a 1.5% inflationary increase in years 2019 and 2020 will be incorporated into the proposed 2018 – 2020 MCLS Member Library Document of Understanding currently in development. Ms. Harrison reviewed highlights of the proposed budget and responded to questions, adding that this document had been previously distributed for review by the Finance Committee and has been endorsed by the MCLS Directors' Council. Following discussion, A MOTION WAS MADE BY Ms. Thompson AND SECONDED BY Dr. Knapp to approve the proposed 2018 MCLS Budget. THE MOTION PASSED UNANIMOUSLY.

2017-18 Central Library Budget Update

Ms. Harrison reported that since approval of the Central Library budget by this board and the RPL Board at their February meeting, the City has submitted final costs for several internal charges, including for the new telephone system and workers' compensation estimates. She explained that these costs have resulted in a few minor revisions to expenses, and called attention to the updated expense summaries included with the packet (Documents Book). She reviewed key areas and responded to questions from trustees, noting that there were no updates necessary for projected revenue at this time. Following discussion, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Shelly to approve the amended 2017-18 Central Library Budget as presented. THE MOTION PASSED UNANIMOUSLY.

Central Library Development Aid FY18

Ms. Harrison called attention to the proposed allocation of Central Library Development Aid for the 2017-2018 fiscal year. She reported that plans call for an increase in funds designated for additional e-book titles from Overdrive (\$12,000) and elimination of third-party 24-hour reference services support, a project that has been deferred in light of recent telephone system upgrades. Following brief discussion, A MOTION WAS MADE BY Mr. Brandt AND SECONDED BY Ms. Stockman to approve the proposed Central Library Development Aid budget for the 2017-2018 fiscal year. THE MOTION PASSED UNANIMOUSLY.

Approval of MCLS Annual Report to New York State

Ms. Snow distributed highlights of the MCLS 2016 Annual Report and called attention to copies of the full report included with the packet (Documents Book). She reviewed key metrics and responded to questions, noting that two member libraries had not yet submitted their individual library reports; total system activity statistics will be available after all member library reports have been submitted. Ms. Uttaro noted that this is the vehicle for reporting to New York State on progress in connection with the MCLS five-year plan of service. Following discussion, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Dr. Knapp to approve the 2016 MCLS Annual Report for submission to the New York State Department of Education's Division of Library Development. THE MOTION PASSED UNANIMOUSLY.

Reports

MCLS Liaison to RPL Board

Ms. Uttaro reported that she had briefly reviewed with RPL trustees the circumstances surrounding the discovery by a patron of a young man exhibiting symptoms of an opioid overdose in a Bausch & Lomb Public Library Building public restroom. Ms. Uttaro updated trustees on what she had since learned from representatives of City Security, the Fire Department, 911 Center, and the City Safety Coordinator, noting that she was still in the process of researching related issues. She shared some considerations based on her findings thus far, and there was discussion of the challenges presented by these types of situations. Ms. Uttaro reported that currently, only the Rochester Police Department, Rochester Fire Department, and Emergency Medical Technicians carry and use Narcan; City Law Department staff are continuing to research how other municipalities handling such situations, and to develop recommendations as to whether libraries and / or other city buildings should have a group of staff members trained in the use of Narcan, and maintain a supply on site. There was discussion of many of the related considerations to be taken into account in this area.

Rochester Regional Library Council

Dr. Knapp reported that the RRLC bylaws and employee handbook had been updated; the budget was approved; and three new members were welcomed. In light of RPL Trustee Judy Hall's announced plans to move to Washington soon, he noted that the RPL Board nominated Mr. Wolf to succeed her in the RPL Liaison to RRLC role. Dr. Knapp further reported that on the recommendation of the Executive Director, increases in interlibrary delivery costs were not being passed on to members, and the cash awards for Library of the Year winners were being increased. He announced the winners of this year's Library of the Year awards, including Fairport Library (first place in the public library category); Our Lady of Mercy School for Young Women (school library category); and Lavery Library at St. John Fisher College (academic library category). He added that Henrietta Public Library had received Honorable Mention in the public library category, and encouraged everyone to consider attending the RRLC Annual Meeting on June 1 at Casa Larga Vineyards when the winners will be recognized. Dr. Knapp noted that Ms. Miller had announced her plans to retire; a selection committee has been established, and she has agreed to stay on until her successor has been identified.

Friends and Foundation of Rochester Public Library

Mr. Davis reported that the last presentation of the Spring Books Sandwiched-In series was scheduled for tomorrow, noting that in-person attendance continues to average 50 – 70, with live streaming on Facebook roughly doubling that number. He added that closed-captioning is available on YouTube. Mr. Davis further reported that the presentation by Richard Cerasani, author of *Love Letters from Mount Rushmore: The Story of a Marriage, a Monument, and a Moment in History*, followed by a reception for donors, was very successful; the author was highly engaging and the event was very well-received by attendees. Mr. Davis noted that the 31st Annual Sokol Literary Award reception was held on May 4, and distributed copies of the compilation of winning submissions (Documents Book), adding that winning submissions would be posted online at SUNY College at Brockport’s digital commons website. Mr. Davis updated trustees on plans for the Suffrage Centennial, noting that the exhibit to be erected in Harold Hacker Hall will officially open during a “First Friday” event on June 2, with a reception from 6 – 9 p.m. He reported that to support the library’s suffrage-related events, FFRPL has raised approximately \$150,000 from sources including grants from the Daisy Marquis Jones Foundation, the Rochester Area Community Foundation, Bob Becker (Local History & Genealogy Division “angel”), and other gifts. He expressed special thanks to Ms. D’Aurizio for having recently become a sponsor, as well.

With the 2016-2017 Annual Campaign scheduled to end on June 30, Mr. Davis reported that FFRPL trustees planned to hold a phone-a-thon today and again later this week. He noted that to date, approximately \$215,000 had been raised, slightly above this time last year, with more first-time donors and many more online donors than ever before. He further noted that FFRPL trustees had offered to support a matching challenge grant announced at Books Sandwiched-In: donors who write “BSI” in the memo portion of their checks will have their gifts matched by FFRPL trustees up to \$1,000, with Mr. Davis matching gifts beyond the \$1,000 mark. He added that \$2,000 had been raised to date, and thanked Mr. Brandt for his recent contribution. Mr. Davis further reported that at the end of her recent performance at Hochstein School of Music and Dance, Paula Poundstone (the American Library Association’s national United for Libraries spokesperson) had shared a touching anecdote regarding the importance of public libraries. He added that he and other staff were present to hand out literature to attendees, and that she had kindly posed for a photo with library representatives (Director’s Report).

Director’s Report

Ms. Uttaro followed up on brief discussion at this Board’s last meeting regarding an idea offered by Mr. Brandt to explore establishing a Patron of the Month-type program. She explained that during discussion of this proposal with Mr. Wolf and Ms. Snow immediately following last month’s Board meeting, it was noted that such a project could be appropriate for a committee of the Board to champion; which led to discussion of the fact that committee structure and membership had not been reviewed for some time. Ms. Uttaro called attention to the committee roster included with the packet and briefly reviewed existing committee descriptions (Documents Book). There was discussion regarding the various committees’ roles, the possible establishment of a committee to focus on public relations and advocacy. There was also discussion regarding the two current vacancies on the Board. Ms. Uttaro noted that the MCLS Nominating Committee would be in touch with Dr. Guttmacher and Dr. Knapp to determine if they are interested in serving another term after their current terms expire on June 30, 2017. She added that the Nominating Committee was also scheduled to recommend a slate of officers at the June MCLS Board meeting. She invited trustees to contact her, Mr. Wolf, or Mr. Brandt with any thoughts on MCLS Board committees or on Mr. Brandt’s proposal.

Ms. Uttaro further reported that work was continuing on the MCLS Document of Understanding, and that Ms. Gilbert had led discussion on the updated contents of the agreement at the last MCLS Directors’ Council meeting. Ms. Uttaro added that plans call for a draft of the new agreement to be shared with this Board, and a final version disseminated to member libraries in June; a vote by the MCLS Board on the agreement will be scheduled for the fall of 2017.

MCLS Services

Ms. Snow called attention to her written report and offered to respond to any questions (Director's Report). In response to a question from Mr. Brandt, Ms. Snow confirmed that additional trustee training sessions will be held over the summer with a focus on the respective roles of and relationship between library boards and town boards, with the dates to be announced soon. In response to a question from Ms. D'Aurizio, Ms. Uttaro indicated that MCLS member library directors are encouraged to invite their town supervisors and/or council members to attend. Ms. Uttaro and Ms. Snow thanked Mr. Crumb for his assistance in addressing questions that arose when one member library requested clarification regarding the New York State Education law that empowers the library board, rather than the town board, to establish the number of trustee seats on the library board. Ms. Snow further reported that she planned to travel to Albany tomorrow to participate in a meeting with other library system directors from across the state to discuss minimum standards. She explained that issues of particular interest included the possible requirement for a minimum of three hours of formal training for trustees, as well as continuing education requirements for library staff.

Central Library

Ms. Snow reported that Ms. Burton was working with WXXI representatives in preparing testimony regarding the ongoing collaboration between MCLS and WXXI, and to discuss PBS Kids from the perspective of parents. She further reported that RPL staff members were working with Gates Public Library staff in planning a panel discussion that would feature individuals representing several disciplines engaged in dealing with the opioid crisis, including medical experts. She invited trustees to view the model of the USS Constitution recently donated to the Central Library, noting that it is located in the Science-Technology-History Division; a backdrop has recently been created and added to the display. Ms. Snow briefly described the recent program featuring a presentation on Victorian insane asylums, adding that it had been very well attended, demonstrating the continuing popularity of steampunk culture.

Town Libraries

Ms. Gilbert called attention to her written report and responded to questions, noting that behind each member library's brief summary is a multi-page report that has been edited and condensed for reporting purposes on new developments, and many other programs and activities (Documents Book). She reported that Ms. Tantillo, Parma Public Library Director, has announced her plans to become a full-time mother. Ms. Gilbert added that she has been an awesome library leader, and the position will be posted soon. She further reported that the Teen Book Festival held at Nazareth College was once again a terrific success, with between 3,000 and 4,000 enthusiastic attendees. She commended Stephanie Squicciarini, Fairport Public Library's Teen Services Librarian, who has been the driving force behind this event since its inception. Ms. Gilbert also noted that the libraries were preparing for the summer reading program.

Other Business

Mr. Lovenheim related a news report of a county in Oregon that will close its public libraries following voters' rejection of an approximately \$6 tax increase to support them, reminding everyone that these are uncertain times. In response to Mr. Brandt's question, Ms. Uttaro discussed proposed New York State legislation that would require libraries (excluding school libraries) to place on library card applications a section for elective enrollment in the NYS organ donor registry. She noted that the New York Library Association (NYLA) had reported that libraries were not consulted prior to the introduction of this bill. There was discussion of the complexity and challenges presented by this proposal; if passed, this legislation, would require some member libraries to change their library card policies and procedures, and there are significant concerns regarding patron privacy and increased staff workload.

Adjournment

A MOTION WAS MADE BY Dr. Knapp AND SECONDED BY Dr. Guttmacher to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned by consensus at 1:50 p.m.

Respectfully submitted, Patricia Uttaro, Secretary