

**Monroe County Library System
Meeting of the Board of Trustees
Rundel Memorial Building Board Room
Minutes
October 16, 2017**

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

Trustees Excused: D'Aurizio, Wolf

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

Public Comments

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

Call to Order

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

Action Items

Meeting Minutes

A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Thompson to approve the minutes of the September 18, 2017 meeting (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Claims

Ms. Harrison called attention to the financial Claims dated September 11 and 25, 2017 included with the packet, reviewing highlights and responding to questions (Documents Book). She noted that the "TLCU" entry reflected registration costs associated with three staff members attending The Library Corporation / CARL (integrated library system provider) users' conference in November. She added that "LLSA" referred to Local Library Services Aid that is received from New York State by MCLS and distributed to member libraries. A MOTION WAS MADE BY Dr. Knapp AND SECONDED BY Ms. Shelly to approve the Claims as presented. THE MOTION PASSED UNANIMOUSLY.

Web eCommerce Support Professional Services Agreement

Ms. Harrison explained that in connection with building a new, distinct RPL website, library staff have worked with Mason Digital staff with positive results. She noted that Library Automation Services staff will begin transition of the new libraryweb.org site from its current Content Management System (Ektron) to the open source system (Wordpress) by spring, 2018. She added that in the interim, coding support was necessary for the transition from RPL/MCLS websites to Automated Clearing House vendor payment sites for acceptance of online fine and fee payments. Ms. Harrison further explained that plans call for Mason Digital to support development of HTML language for online "handoffs" to these third party sites under the Wordpress platform, and to demonstrate available Wordpress eCommerce widgets to support future transactions for both MCLS and RPL. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Stockman to approve the proposed professional services agreement with Mason Digital, for a total amount not to exceed \$10,825, to be funded from the 2017 MCLS operating budget. THE MOTION PASSED UNANIMOUSLY.

CampbellNet Amended Professional Services Agreement

Ms. Harrison reported that Don Campbell, company principal, has been working closely with LAS staff to prepare for transition to the hosted solution for the MCLS Integrated Library System. She briefly described associated tasks, noting that the 2017 capital plan also calls for replacements for the network's storage and backup solutions; plans call for CampbellNet to support the transition as well as cable upgrades that will connect the new storage solution. Ms. Harrison explained that these extra activities would result in the need for an increase in equipment (\$8,000) and labor (\$2,000) to support the additional

work associated with the hosted conversion and storage upgrades; she added that costs had been anticipated in the 2017 operating budget. Following brief discussion, A MOTION WAS MADE BY Ms. Thompson AND SECONDED BY Dr. Knapp to approve an amended professional services agreement with CampbellNet Solutions, Inc., for an additional amount not to exceed \$10,000, as described, resulting in a revised agreement totaling \$15,000. THE MOTION PASSED UNANIMOUSLY.

Early Childhood Training Professional Services Agreement

Dr. Reeves reported that MCLS Children’s Services Consultant, Tonia Burton, has identified Dr. Betsy Diamant-Cohen to provide training, based on the excellent feedback from attendees of her prior training conducted for MCLS, and her extensive background and expertise demonstrated at national and regional children’s librarian conferences. Dr. Reeves added that these activities would be funded by family literacy grant funds received by MCLS that will be incorporated into the budget. She explained that this training has been identified as highly beneficial in providing new and innovative approaches to story times, including ways to more broadly engage with stories. Following brief discussion, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Shelly to approve the proposed professional services agreement with Dr. Betsy Diamant-Cohen for a total amount not to exceed \$2,900, inclusive of travel, supplies and materials to be retained for use by MCLS; training is scheduled to occur in April, 2018 and is funded by family literacy grant funds, as described. THE MOTION PASSED UNANIMOUSLY.

Report Items

MCLS Liaison to RPL Board

In Mr. Wolf’s absence, Mr. Lovenheim and Ms. Harrison reported that at its last meeting, the RPL Board had approved applications for New York State Library Construction Grant funds, and the 2016-2017 FFRPL Annual Campaign proceeds allocation.

Rochester Regional Library Council

Dr. Knapp reported that the RRLC’s Advisory Council’s next meeting was scheduled for early November. He noted that Laura Osterhout, who was selected to succeed the recently retired Kathy Miller, has started work in her new role of Executive Director.

Friends and Foundation of Rochester Public Library

Mr. Davis reported that approximately \$16,000 had been received thus far in support of the 2017-2018 Annual Campaign even before the first batch of letters has been sent out. He explained that at the recent Library Retirees’ Luncheon, a Retirees’ Challenge was issued, where trustees would match the first \$1,000 contributed by RPL-MCLS retirees. He added that these funds would support expanding digital content from Overdrive, and invited all present to contribute to matching the retirees’ donations. Mr. Davis reported on the “Run for RPL” Team’s performance in the recent George Eastman Museum 5k Photo Finish Race; as of last Saturday, approximately \$1,500 had been raised in support of RPL digital initiatives. He added that the contribution page was still accessible via a link from the FFRPL.org web site. He briefly reviewed upcoming Books Sandwiched-In programs, noting that the live-streaming on Facebook was going very well. Mr. Davis reported on the MCLS author event held at the 1,900-seat Kodak Center theatre last week, featuring Rick Riordan, and noted that all of the free tickets had been claimed within approximately one hour. He further noted that this had been the last night of Mr. Riordan’s national book tour, and very likely significantly elevated Rochester’s profile as a place for prominent author visits. Mr. Davis announced that the annual Publishers’ Circle dinner was scheduled for November 15 in Harold Hacker Hall; the keynote speaker will be Amy Goldstein, Pulitzer Prize-winning *Washington Post* reporter, and author of *Janesville: An American Story*; Ms. Goldstein is from Henrietta. He also announced that this year’s winner of the Harold Hacker Lifetime Library Achievement Award will be recently retired RRLC Executive Director, Kathy Miller.

Director's Report

Dr. Guttmacher noted that he had been very impressed with Saturday's Trustee Symposium; Ms. Stockman added that the questions asked by trustees had been excellent, as well. There was extended discussion, including around the extent to which the concepts discussed could apply to the town libraries, as well as to the Central and RPL branch libraries. Mr. Lovenheim pointed out that the Central Library serves so many varied audiences and constituencies whose needs and interests vary widely, as well; he added that many of the concepts presented struck him as examples of good management practices. Ms. Harrison and Ms. Snow reported that at last week's RPL Staff Day, the same presenters offered a session on sustainability that librarians were required to attend. Ms. Harrison added that one of the presenters had an opportunity to review the RPL Strategic Plan, and had commented that she identified numerous areas where RPL's activities could be aligned with sustainability initiatives. She explained that sustainability was defined more broadly as survivability rather than limited to "green" initiatives. There was extended discussion of the state-wide decline in circulation, also seen in some local libraries, while at the same time, many libraries are expressing the need for larger and updated facilities; this was identified as clear evidence of the need for performance metrics that better illustrate how libraries impact their communities. Ms. Shelley noted that until new metrics are developed and widely accepted, circulation will likely continue to be utilized.

Ms. Harrison called attention to copies of the 2018 – 2020 MCLS Member Library Document of Understanding distributed at the meeting (Documents Book). She reported that the RPL Board had approved the agreement, and the other member library boards were in the process of reviewing and voting on it at their own meetings. She briefly reviewed minor updates from the current agreement, noting that the cost share data along with other key information was included in the appendices, and invited trustees to contact her or Ms. Uttaro with any questions.

Ms. Harrison encouraged all to attend the annual Legislative Thank You Breakfast scheduled for 8:30 a.m. on October 27 at the Henrietta Public Library. She announced that the major migration of CARL-related public catalogs and associated database and applications from the LAS data center to an externally hosted environment was scheduled for October 21 -22, and during that time, online services would not be available for staff or public use. She added that member library staff have been notified, and some have elected to close on Sunday, October 22.

Town Libraries

Ms. Gilbert reported that the teen librarians were particularly engaged (even more than usual!) during the month of October, noting that this year's Greater Rochester Teen Read week (beginning October 23) would feature visits by author, Paul Griffin, to several member libraries and area schools. Ms. Gilbert responded to questions regarding funding, and noted that as mentioned, it is hoped that the highly successful Rick Riordan event held last week will demonstrate to the publishing universe that this area can support visits by popular authors. She added that the fact that Rochester had been included in the author's official book tour resulted in significantly lower costs associated with Mr. Riordan's visit. Ms. Gilbert announced that the Parma Public Library Board had selected a new director to succeed the recently retired Becky Tantillo; Leslie Boedicker is most recently from the Danville Public Library in Danville, IL, and hails originally from Hilton. NY. In response to a question, Ms. Snow explained that a Penfield Public Library patron had reported to the media (rather than to library staff) that a local political website was being blocked by the library's Wi-Fi network. She further explained that the block had occurred in error due to the relatively new website in question utilizing a proxy server that also hosts material that is correctly blocked by the filter in keeping with current policies. She added that once the library staff became aware of the issue, the site was unblocked, and accessible to patrons. Ms. Snow added that Penfield Public Library was the only member library impacted by this limited technical issue.

MCLS Services

Ms. Snow reported that Ms. Uttaro and Frank Russo (Shipping Department Manager) had given a presentation at a recent MCLS Directors' Council meeting regarding how to best handle bed bugs in public library settings. She added that she had also delivered a presentation on crisis communications, emphasizing that it is vital to have a good plan in place to address issues quickly and return to "normalcy" as soon as possible. Ms. Snow reported that the MCLS Directors' Council had recently voted to implement a new approach to handling the e-book collection through Overdrive, called the Advantage Plus Plan. Ms. Snow briefly described how it operates, noting that it is hoped that this will help to alleviate some of the long wait times for popular titles. She further reported that the MCLS Marketing and Advocacy Team was surveying staff to determine how staff perceive advocacy and what training they believe they need in order to enhance their capabilities in this area.

Central Library

Ms. Snow invited everyone to the Art of the Book exhibit opening reception on November 1 in Harold Hacker Hall, adding that the Central Library Exhibits Team would manage future exhibits in this space. She reported that the various divisions were very active in developing and offering public programs, and briefly described several. She added that the Library Resource Outreach Center and "Health Central," both located on the third floor of the Bausch & Lomb Public Library Building, were seeing a great deal of activity. Ms. Snow and Ms. Harrison responded to questions, and Ms. Stockman noted that she would find it very helpful to receive a paper copy of the monthly Central Library Program calendar. Dr. Reeves reported that five of the Ibero American Action League's Early Head Start classrooms had been included in the *Raising a Reader* program, and that the program has been very well received. She further reported that in Teen Central, youth were engaged in working with staff and volunteers to write and prepare their musical projects for imagineYOU's sound engineer, Josh Pettinger, to professionally mix and record them in the studio.

Other Business

Mr. Brandt reported that the Nominating Committee plans to meet soon, and hopes to have recommendations to fill the vacant seats on this Board prepared in time for the November meeting.

Adjournment

A MOTION WAS MADE BY Dr. Knapp AND SECONDED BY Mr. Lovenheim to adjourn the meeting. The meeting was adjourned at 1:20 p.m.

Respectfully submitted,

Brie Harrison for Patricia Uttaro, Secretary