

**Monroe County Library System
Meeting of the Board of Trustees
Brighton Memorial Library
Minutes
September 18, 2017**

Trustees Present: Brandt, D’Aurizio, Guttmacher, Knapp, Lovenheim, Shelly, Thompson, Wolf

Trustees Excused: Stockman

Staff and Guests: Monroe County Law Department Liaison, Don Crumb; Staff members Davis, Gilbert, Harrison, Reeves, Ries-Taggart, Snow, Uttaro, Macaulay

Welcome

Ms. Ries-Taggart, Brighton Memorial Library’s Executive Director, welcomed everyone to the library, and provided a brief history, and updates on current services and program offerings. She responded to questions, and invited anyone interested to stay after the meeting adjournment for a brief facility tour.

Public Comments

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

Call to Order

Mr. Wolf called the meeting to order at 12:15 p.m., and thanked Ms. Ries-Taggart for Brighton Memorial Library’s hospitality in hosting today’s meeting.

Action Items

Meeting Minutes

A MOTION WAS MADE BY Dr. Knapp AND SECONDED BY Ms. D’Aurizio to approve the minutes of the June 19, 2017 meeting (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Claims

Ms. Harrison called attention to the financial Claims dated June 2, 5, 16 and 30; July 3, 17, and 28; and August 11, 14, 25 and 28, 2017 included with the packet, reviewing highlights and responding to questions (Documents Book). She reminded trustees that remittances from the collection agency, Unique Management Services, occur twice each year; MCLS bills member libraries for VIP Pass usage; and the CampbellNet Solutions payment was for firewall upgrades in preparation for the transition to the hosted solution. Following brief discussion, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Ms. Thompson to approve the Claims as presented. THE MOTION PASSED UNANIMOUSLY.

Capital Improvement Program (CIP)

Ms. Harrison called attention to the description in the Director’s Report, noting that this request continues to focus on system-wide automated services for the 2019 – 2024 cycle (Documents Book). She explained that the proposal includes \$100,000 for ongoing support in 2019, 2020, and 2021; \$190,000 to replace computers in 2022; \$150,000 for projected telecommunications infrastructure and automation system upgrades in 2023; and \$180,000 to replace Central Library computers in 2024. Ms. Harrison reported that County representatives had requested a reduction in the allocation for the five-year cycle; she explained that based on the \$100,000 reduction in the 2018-23 cycle, and the increasing dependence on a robust network for system services delivery, MCLS would be unable to commit to a reduction at this time. Following discussion, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Dr. Knapp to approve the 2019 – 2024 Capital Improvement Program cycle as presented. THE MOTION PASSED UNANIMOUSLY.

New York State Library Construction Grant Recommendations

Ms. Snow reported that New York State has allocated \$970,518 to the Monroe County Library System from the state's \$24 million Library Construction Grant program, and called attention to the funding recommendations distributed at the meeting (Documents Book). She further reported that member library applications for eligible projects had been reviewed by a committee consisting of Greg Benoit (Director - Gates); Terry Buford (Director - Irondequoit); Dr. Tolley Reeves (Assistant Director - RPL), and herself. She briefly described each of the projects, and following discussion, A MOTION WAS MADE BY Ms. D'Aurizio AND SECONDED BY Mr. Brandt to approve the New York State Construction Grant program recommended allocations to MCLS member libraries as presented:

Seymour Library (Brockport) – Construction of quiet study rooms - **\$75,301.**

Rush Public Library – Construction of a cover for the sidewalk between the building and parking lot - **\$38,156.**

Rochester Public Library –Rundel Auditorium renovation, new Tech Center buildout, and repairs to the façade and interior plaster of the Monroe Branch, with individual project costs to be determined, and the total not to exceed grant funding of **\$856,061.**

THE MOTION PASSED UNANIMOUSLY. Ms. Snow noted that the applications were due by October 4 at the New York State Division of Library Development.

Nominating Committee Election

In accordance with the MCLS Board's Bylaws that call for the Nominating Committee to be elected at the September meeting, A MOTION WAS MADE BY Dr. Gutmacher AND SECONDED BY Mr. Lovenheim to elect Ms. Thompson, Ms. D'Aurizio and Mr. Brandt to constitute the MCLS Nominating Committee. THE MOTION PASSED UNANIMOUSLY. Mr. Wolf thanked members for their willingness to serve in this capacity.

Reports

MCLS Liaison to RPL Board

Mr. Wolf reported that at its last meeting, the RPL Board had approved the monthly financials and fiscal year-end report; the MCLS 2018-2020 Document of Understanding; and an agreement with the Rochester City School District to share information with the ultimate goal of determining linkages between student library usage and performance.

Rochester Regional Library Council

Dr. Knapp reported that RRLC's 6th Annual Tech Camp was held at Gates-Chili High School and offered more than 30 sessions with over 200 attending. He further reported that Laura Osterhout, an internal candidate, had been named the new Executive Director and is scheduled to start in early October.

Friends and Foundation of Rochester Public Library

Mr. Davis reported that the 2016-2017 Annual Campaign had closed on June 30 with proceeds totaling \$237,151, \$5,000 over the goal. Following the success of the recent Books Sandwiched-In Challenge, he announced that at the recent Retirees' Luncheon, a "Retirees' Challenge" had been issued; FFRPL board and staff will match the first \$1,000 given by retirees that will support purchase of expanded digital content. Mr. Davis added that gifts to be matched from four retirees had already been received. He further reported that a bequest in the amount of \$212,000 had been received that will be invested, and a percentage of the proceeds will be used annually to support the Reynolds Media Center and audio-visual equipment. Mr. Davis announced that the Central Library was a featured Fringe Festival venue again this year, and over the first weekend, ticket sale proceeds totaled \$1,000.

Director's Report

Ms. Uttaro reported that the MCLS Marketing & Advocacy Team had convened and began to explore how the system can enhance library advocacy. Ms. Uttaro reported that the Team had settled on three initiatives for the year; Ms. Uttaro and Ms. Snow briefly discussed them with trustees:

- 1) Develop *Real People, Real Dollars* campaign for MCLS; the Mid Hudson and Pioneer library systems had great success with this approach that featured social media postings of library users showing money saved by using the library rather than commercial options.
- 2) Recruit volunteers to participate in Library Lobby Day in Albany.
- 3) Create a campaign to reach lapsed users and persuade them to become library users again.

Ms. Uttaro noted that there were no requests for variances from the New York State's minimum library standards submitted this year. She also reported that the MCLS Emerging Technology Committee had scheduled a professional development opportunity this Friday at Chili Public Library. Ms. Uttaro reminded trustees of the Saturday, October 14 Trustee Symposium featuring Rebekkah Smith Aldrich, whose presentation will focus on library sustainability.

MCLS Services

Ms. Snow reported that her work continues on a Crisis Communications Plan; she hopes to roll it out later this fall. She reported that the Adult Literacy Committee was preparing for the second year of the Workforce Development Grant activities. She encouraged all to consider attending the annual Legislative Breakfast scheduled for October 27 at the Henrietta Public Library from 8:30 to 10 a.m.

Central Library

Ms. Snow reported that Collection Development Manager, Shelley Matthews, was reviewing the journals collection stored in the Bausch & Lomb Public Library Building in preparation for weeding and relocation to the Rundel Memorial Building stacks storage prior to the start of construction activities in connection with the new Technology Center. She announced that the Vietnam Veterans' Tattoo Exhibit was now open in the link level; many have found it to be quite compelling.

Dr. Reeves reported that the solar eclipse program held at the Central Library attracted over 500 participants, including the County Executive. She noted that 104 participants in the *Raising a Reader* program had submitted surveys. Dr. Reeves announced that the USA Toy Library Conference was scheduled to be held in the Kate Gleason Auditorium this Saturday, with participants from across New York, as well as Kentucky, Ohio and Indiana expected to attend. She further reported that imagineYOU programs were thriving at Teen Central.

Town Libraries

Ms. Gilbert called attention to her written report, and offered to respond to any questions (Documents Book). Ms. Thompson announced that a referendum for \$10 million in bonding for Henrietta Public Library's planned new facility will be on the November 7 ballot.

Other Business

Mr. Brandt discussed his participation on the MCLS Marketing & Advocacy Team and the idea of having MCLS "adopt" town libraries to foster enhanced communication between the MCLS Board and member library boards. Ms. Uttaro offered to discuss the idea at a future MCLS Directors' Council meeting.

Adjournment

The meeting was adjourned by consensus at 1:34 p.m.

Respectfully submitted,

Patricia Uttaro, Secretary