

Rochester Public Library ♦ Monroe County Library System
Meeting of the Boards of Trustees
Kate Gleason Auditorium
Minutes
February 26, 2018

RPL Trustees Present: Baynes, Benjamin, Drury, Gardner, Hamilton, Karin, Lovenheim, Wolf
RPL Trustees Excused: Martinez, Salluzzo

MCLS Trustees Present: Gutmacher, Knapp, Lovenheim, Stockman, Thompson, Wolf, Yust
MCLS Trustees Excused: Brandt, D'Aurizio, Shelly

Staff and Guests: Assistant County Executive, Michael Molinari; County Law Department representatives Donald Crumb and Brett Granville; City Law Department representative, Meghan McKenna; City's Bureau of Architecture and Engineering representatives; LaBella Associates, PC representatives; Bayer Landscape Architecture representatives; Staff members Brinkman, Davis, Harrison, Reeves, Snow, Suro, Uttaro, Boldt

Ms. Baynes and Mr. Wolf welcomed trustees and guests, and called the meeting of both boards to order at 9:05 a.m.

Public Comments

There being no members of the public present who wished to address the board at this time, Ms. Baynes invited Ms. Harrison and Ms. Uttaro to present the proposed Central Library budget for fiscal year 2018-2019.

Joint RPL Board and MCLS Board Action Item

Proposed 2018-2019 Central Library Budget

Ms. Harrison reported that the RPL and MCLS Finance Committees had met jointly on February 14 to review the proposed 2018-2019 Central Library budget. She noted that the recommendation from RPL trustees (5-1 vote) was to submit the budget for consideration by the full board, as reviewed and accepted by the committee; the MCLS trustees (1-1 vote) endorsed submitting the budget to the full Board as reviewed by the committee.

Ms. Harrison called attention to the proposed 2018-2019 Central Library budget documents included with the packet, noting that the Central Library faced a gap of approximately \$200,000, primarily resulting from projected wage/salary increases based upon contractual cost-of-living adjustments (2% increase) and NYS minimum wage law, as well as some projected revenue losses (Documents Book). She further noted that total employee benefits costs were projected to be approximately \$35,000 less in fiscal year 2019 compared to fiscal year 2018. Ms. Harrison reviewed other assumptions included in the proposed budget, including flat funding from Monroe County, and an anticipated decrease in state aid based upon the Governor's proposed 4% reduction in public library aid. She briefly reviewed anticipated impacts on staffing, noting that no layoffs were projected, however, some transfers were planned, and reductions in the library materials budget were also projected. Ms. Harrison and Ms. Uttaro responded to questions and invited members of the RPL and MCLS Finance Committees to share their thoughts. Mr. Lovenheim commended Ms. Harrison and staff for achieving a balanced budget, and noted that he could not vote for a budget that reflected a significant structural deficit without a commitment from the County to support increased funding. Ms. Harrison affirmed that Mr. Lovenheim had clearly articulated his position during the Joint RPL-MCLS Finance Committee meeting on February 14. Ms. Harrison provided brief

background on the MCLS fund balance, and referred to the Director's Report for additional detail (Documents Book). Following discussion, for the RPL Board, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve the proposed 2018-2019 Central Library Budget as presented. The MOTION PASSED, with seven in favor and one opposed (Mr. Lovenheim). For the MCLS Board, A MOTION WAS MADE BY Ms. Thompson AND SECONDED BY Ms. Stockman to approve the proposed 2018-2019 Central Library Budget as presented. The MOTION PASSED, with six in favor and one opposed (Mr. Lovenheim).

RPL Board Action Items

Minutes of January, 2018 Meeting

A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve the minutes of the January, 2018 meeting (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Personnel Changes

Ms. Suro called attention to the Personnel Changes and staffing levels for the period January 13 – February 9, 2018 and reviewed highlights (Documents Book). She briefly reviewed the staffing changes listed, and following brief discussion, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Lovenheim to approve the Personnel Changes as presented. THE MOTION PASSED UNANIMOUSLY.

Monthly Financial Reports Including Claims

Ms. Harrison called attention to the financial summaries and trust fund expense reports, noting that members of the RPL Finance Committee receive detailed monthly claims and trust fund reports in advance of each board meeting (Documents Book). She reminded trustees that this process ensures compliance with best practices in light of recent library and library system audits conducted by the State Comptroller's office. Ms. Harrison reported that RPL Finance Committee members had conveyed no questions regarding the claims, and had accepted the detailed reports as presented. She noted that retired employee benefits costs had come in under budget as reflected on the report. Following brief discussion, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Hamilton to approve the monthly financial reports as presented, and as approved by the RPL Finance Committee, which include a summary of total trust fund expenses and claims paid through January, 2018. THE MOTION PASSED UNANIMOUSLY.

Proposed 2018-2019 Community Library Budget

Ms. Harrison briefly reviewed the budget process, explaining that each year, the City Office of Management and Budget establishes a Base Level Allocation (BLA) amount to be met; this year, a reduction of \$326,400 was requested. She called attention to the documents included with the packet, and reviewed in detail the actions proposed to meet this target (Documents Book). She pointed out that, in fact, the proposed operating and capital reductions exceed the BLA, in part to pursue a proposal to increase full-time staffing at branches in the areas of early childhood services. Ms. Harrison reported that led by Dr. Reeves, staff had analyzed the impact of reliance on part-time Librarian I staff in the branch libraries, and determined that the resulting extremely high turnover rate had a significant negative impact on efficiency and effectiveness, noting the time required for frequent recruitment and training efforts. She further noted that in many instances, newly trained part-time staff were recruited to full-time positions at other member libraries. Ms. Uttaro noted that the significant, positive impact of a full-time children's librarian at the Frederick Douglass Branch had been clearly demonstrated in prior months' statistical reports. [Ms. Benjamin arrived at this time.] Mr. Lovenheim commended staff for their creativity in developing this budget proposal, however, expressed his disappointment in the expense cut requested by the City Office of Management and Budget, especially at a time when it is clear that the branch libraries

are becoming even more vital providers in their communities. Following discussion, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve the Community Library Budget proposal as presented. The MOTION PASSED with seven in favor and one opposed (Mr. Lovenheim).

Winton Branch Library English for Speakers of Other Languages (ESOL) Classes

Ms. Harrison briefly described plans for the American Library Association's *American Dream Literacy Initiative* grant in the amount of \$10,000 that had been accepted by the RPL Board at its last meeting. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Hamilton to approve a professional services agreement with Melinda Borschoff as described for an amount not to exceed \$2,100; and with Melissa Parrish, for an amount amending her current professional services agreement, as presented. THE MOTION PASSED UNANIMOUSLY.

RPL 3D Printing Policy Revision

Ms. Uttaro called attention to the policy document included with the packet, noting that when the policy was first developed, on the Sully Branch Library had a 3D printer; there is now a 3D printer available in the Central Library's Carlson Patent and Trademark Center (Documents Book). She explained that the primary revision proposed was changing the fee structure to \$1 per hour for printing objects. Ms. Uttaro responded to questions, and following brief discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Baynes to approve the revised 3D Printing Policy as presented. THE MOTION PASSED UNANIMOUSLY.

MCLS Board Action Items

Minutes

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

Claims

Ms. Harrison called attention to the Claims dated November 17, 20 and 27, 2017; December 1, 4, 15, 17, 18, and 19, 2017; and January 2, 12, and 29, 2018 (Documents Book). She briefly reviewed highlights and pointed out the new TLC-CARL costs moving forward, and offered to respond to any questions. A MOTION WAS MADE BY Ms. Thompson AND SECONDED BY Dr. Knapp to approve the Claims as presented. THE MOTION PASSED UNANIMOUSLY.

CampbellNet Solutions Professional Services Agreement

Ms. Harrison briefly reviewed the terms of the proposed agreement with CampbellNet Solutions to address data communications needs with various pieces of network equipment, noting that the contractor has an excellent track record of providing services to the Library Automation Services Department. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Dr. Knapp to approve the proposed professional services agreement with CampbellNet Solutions for a total amount not to exceed \$5,000 for the term January 1, 2018 to December 31, 2018, as presented. THE MOTION PASSED UNANIMOUSLY.

Report / Discussion Items

Rundel Memorial Building North Terrace Project Update

Ms. Harrison introduced Holly Barrett, of the City's Department of Environmental Services' Architecture and Engineering Department, who introduced representatives from LaBella Associates and Bayer Landscape Architecture, who provided a report on this project, and responded to questions from trustees.

Adjournment

For the RPL Board, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Lovenheim to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY.

For the MCLS Board, A MOTION WAS MADE BY Dr. Knapp AND SECONDED BY Dr. Guttmacher to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 1:45 p.m.

Respectfully submitted,

Sharon Salluzzo, Secretary
RPL Board of Trustees

Patricia Uttaro, Secretary
MCLS Board of Trustees