

Rochester Public Library ♦ Monroe County Library System
Meeting of the Boards of Trustees
Rundel Memorial Building Auditorium
Minutes
February 22, 2017

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

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

Staff and Guests: Donald Crumb, Esq., County Law Department representative; Alex Yudelson, Chief of Staff, City of Rochester; Meghan McKenna, Esq., City Law Department representative; Staff members Davis, Gilbert, Harrison, Reeves, Snow, Suro, Uttaro, Boldt

Ms. Benjamin 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. Benjamin invited Ms. Harrison and Ms. Uttaro to present the proposed Central Library budget for fiscal year 2017-2018.

Joint RPL Board and MCLS Board Action Item

Proposed 2017-2018 Central Library Budget

Ms. Harrison reported that the RPL and MCLS Finance Committees had met jointly on February 14 to review the proposed 2017-2018 Central Library budget, and had voted 3-0 (MCLS) and 5-0 (RPL) to forward the budget, with incremental costs for Technology Center staffing requests, as reviewed and accepted by the Committee, for consideration of the full boards for submission to the County Executive and legislative leadership. Ms. Harrison called attention to the proposed 2017-2018 Central Library budget documents included with the packet, noting that the Central Library faced a \$250,000 gap, primarily caused by employee benefit cost increases and projected wage/salary increases (Documents Book). She explained that both AFSCME and CSEA union contracts were scheduled to expire on June 30, 2017; Ms. Harrison and Ms. Uttaro responded to questions regarding the two negotiation processes with representatives of the respective unions. Ms. Harrison noted that a projected 2% increase in wages/salaries had been incorporated as an assumption in the proposed budget. She reviewed other assumptions included in the proposed budget, including flat funding from Monroe County; non-utilization of the library fund balance for operations; and flat state aid, which further assumes restoration of the Governor’s current proposed 4% cut to library funding. Ms. Harrison provided background on the library fund balance, noting that the MCLS Board’s fund balance policy had been very helpful. There was discussion regarding Mr. Lovenheim’s concern expressed regarding anticipated flat funding from Monroe County, particularly in light of increasing costs faced by the library. Ms. Harrison called attention to the Technology Center incremental funding proposal distributed at the meeting (Documents Book), and reviewed plans with trustees. Following discussion, for the RPL Board, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Baynes to approve the proposed 2017-2018 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 Dr. Knapp AND SECONDED BY Ms. Stockman to

approve the proposed 2017-2018 Central Library budget as presented. THE MOTION PASSED with seven in favor and one opposed (Mr. Lovenheim).

RPL Board Action Items

Ms. Uttaro and Ms. Benjamin introduced and welcomed Mr. Yudelson, City Chief of Staff, succeeding Mr. Cooney in the role of Liaison to the RPL Board from the Mayor's Office.

Minutes of January 25, 201 Meeting

A MOTION WAS MADE BY Ms. Hall AND SECONDED BY Mr. Hamilton to approve the minutes of the January 25, 2017 meeting (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Personnel Changes

Ms. Suro called attention to the Personnel Changes and staffing levels for the period January 8 – February 10, 2017 and reviewed highlights (Documents Book). She called attention to the four resignations listed, noting that two employees had left to focus on education; and two had left to pursue full-time employment opportunities. Although occurring after the period covered by the formal report, Ms. Suro noted that she was pleased to report that a new Supervising Security Guard had been hired at the Central Library, with a start date of February 20, 2017. A MOTION WAS MADE BY Ms. Hall AND SECONDED BY Mr. Hamilton 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 responded to questions, and following brief discussion, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Lovenheim 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, 2017. THE MOTION PASSED UNANIMOUSLY.

Proposed FY18 Community Library Budget

Ms. Harrison explained that each year, the City's Office of Management and Budget establishes a Base Level Allocation (BLA) amount for each department's budget proposal to meet. She reported that for the 2017-2018 fiscal year, a reduction of \$97,000 was requested. Calling attention to the budget documents and the Director's Report, Ms. Harrison reviewed the proposal to meet this reduction target, while limiting the impact on public operations (Documents Book). She added that the proposal had been reviewed in detail by RPL Board Finance Committee on February 14th, and endorsed by a 4-0 vote. Ms. Harrison and Ms. Uttaro responded to questions regarding the proposal, and following discussion, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Hamilton to approve the proposed 2017-2018 Community Library budget as presented. THE MOTION PASSED UNANIMOUSLY.

Updated Signature Authority for Library Trust Accounts

Ms. Harrison explained that it was necessary to update the signature certification forms with Manning & Napier and Exeter Trust for the library endowment accounts to reflect current board officers, with authorized signers on the account proposed to be: Ms. Benjamin (President); Mr. Lovenheim (Treasurer);

Ms. Uttaro (Director) and Ms. Harrison (Finance Office); signatures of any two individuals listed would be required for approval of any transactions. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Baynes to authorize updating library trust account certifications with Exeter Trust Company and Manning & Napier as presented. THE MOTION PASSED UNANIMOUSLY.

RPL Travel & Training Policy Revision

Ms. Uttaro called attention to the proposed revised RPL Travel and Training policy, developed in light of the increased priority and investment in staff development. She noted that this updated policy represents the merging and updating of two existing policies, adding that copies of the relevant documents had been included in the packet for convenient reference (Documents Book). Ms. Uttaro explained that the proposed policy better defines staff and organizational responsibilities for travel and training fund allocation and usage. She added that the proposed new policy also codifies adherence to the City's travel policy, which was used to establish mileage and meal reimbursement rates, as well as expectations of staff who are representing the library at conferences and other meetings. She further reported that the revised policy also formalizes the expectation of staff reporting on their experiences and acquired learning at conferences and meetings attended. Following discussion, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Baynes to approve the revised RPL Travel and Training policy as presented. THE MOTION PASSED UNANIMOUSLY.

Amendment of Rundel Closure for Door Installation

Ms. Harrison briefly reviewed the need for closure of the Rundel Memorial Building for replacement of the main entrance doors, as addressed at the November 30, 2016 meeting of the RPL Board. She noted that at that meeting, a two-day closure had been approved for January 9-10, 2017; however, due to a delay in fabrication, the doors were not ready for delivery and installation at that time. Ms. Harrison explained that public closure is required, as there is only one direct public exit/entry to the building; there are multiple exits from upper and lower stacks, for use by staff, so they may remain in the building during construction work. Ms. Harrison reported material delivery and installation dates have been confirmed for March 8-9; therefore, the proposed public building closure is for Wednesday, March 8th and Thursday, March 9th. She added that plans call for the Bausch & Lomb Public Library building to remain open to the public, with temporary signage and partitions installed to prevent public entry from lower link Rundel. A MOTION WAS MADE BY Ms. Baynes AND SECONDED BY Mr. Wolf to approve closure of the Rundel Memorial Building (only to the public) on March 8 and 9, 2017 for delivery and installation of new front doors, as described. THE MOTION PASSED UNANIMOUSLY.

Digitization Services Agreement

Ms. Snow explained that in light of the decision to outsource digitizing work on a project-by-project basis, a Request for Proposals (RFP) was issued in December, 2016 for digital scanning, indexing, conservation and other archival services; four vendors responded. She reported that the proposals were reviewed by Local History & Genealogy Division staff and ranked based on vendors' demonstrated experience and price. Ms. Snow added that the materials to be digitized include archive and manuscript collections (such as the Dr. George Goler papers), historic newspapers, genealogical records, photographs, pamphlets, and art work. Based upon this review, Ms. Snow reported that the Local History & Genealogy Division staff proposes entering into a two-year term services agreement with Integrity Resources & Imaging Services, LLC, (IRIS) for digitization and archival preservation services; this will allow RPL to continue its longstanding commitment to providing access to library materials by digitizing them and making them available for public access via the Internet now that its in-house digitization program has ceased operation. She explained that services would be quoted and billed per project, with no funds required in advance; the proposed agreement is for two years, renewable for an additional two years. Ms. Snow responded to questions, and A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Baynes to approve the digitization services agreement between the Rochester

Public Library and Integrity Resources & Imaging Services, LLC, for digitization services, as described. THE MOTION PASSED UNANIMOUSLY.

MCLS Board Action Items

Minutes of January 23, 2017

A MOTION WAS MADE BY Ms. D’Aurizio AND SECONDED BY Dr. Guttmacher to approve the minutes of the January 23, 2017 meeting (Documents Book). THE MOTION PASSED UNANIMOUSLY

Claims

Ms. Harrison called attention to the Claims dated December 31, 2016; January 13, 17, 27 and 30, 2017, and noted that all expenses were within budgeted amounts (Documents Book). She briefly reviewed highlights and offered to respond to any questions. A MOTION WAS MADE BY Ms. Stockman AND SECONDED BY Ms. Thompson to approve the Claims as presented. THE MOTION PASSED UNANIMOUSLY.

Rochester Civic Garden Center (RCGC) Agreement

Ms. Snow reported that the contract with the Rochester Civic Garden Center for coordination of delivery of its library’s books via MCLS has expired. She explained that the MCLS has provided pickup and delivery of materials from the RCGC monthly since 2013; the RCGC drops materials off at the Highland Branch Library for circulation to the outlying libraries. Ms. Snow reported that the RCGC is happy with the service; this arrangement has been popular with patrons and has provided wider access to the RCGC’s materials. Ms. Snow called attention to the Director’s Report for the proposed fee structure (Documents Book). A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve extending the current agreement with the Rochester Civic Garden Center for three years to include delivery services per the proposed fee structure, as presented. THE MOTION PASSED UNANIMOUSLY.

Joint RPL-MCLS Action Item

Proposed Fiscal Year 2017 Central Library Budget

Ms. Harrison called attention to the budget documents included with the packet, and reviewed key highlights in detail with trustees (Documents Book). She reported that for the 2016-17 fiscal year, the Central Library faced a \$375,000 gap based on several factors including wage/salary increases and grant revenue reductions. She further explained that following use of the MCLS fund balance for debt service in 2015, the currently available fund balance was approximately \$3,139, preventing offset of the projected fiscal year 2016-17 budget gap. She noted that the remaining gap would be closed through the elimination of two full-time and two part-time positions, a reduction in materials budget (\$20,000), and proposed requests to the County (\$150,000) and City (\$25,000) for increases in support of Central Library operations. Ms. Harrison reviewed revenue assumptions, including New York State aid projected to be flat, and E-rate category 2 funding reimbursement to be lower than last year, based on reduced capital expenses.

Ms. Harrison called attention to the summary of the Central Library 2016-2017 Budget Funding Support Requests distributed at the meeting (Documents Book). She reviewed components of each of the three options: the primary request, reflecting current state sustainability; the second option reflecting future state readiness; and the third option that includes MCLS member library relief by reducing member library and municipal support of MCLS to 2008 levels (i.e., offsetting system services cost share billing).

Ms. Harrison noted that the proposed Central Library budget was reviewed by the Joint Board Finance Committee on February 18th; the recommendation, on a 5-0 vote, was to submit the budget to the full board as a contingency budget, pending communications with Monroe County and the City of Rochester on options to increase support of both Central library public operations and MCLS system services, as described. Ms. Uttaro and Ms. Harrison responded to questions, and there was extended discussion.

For the MCLS Board, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Thompson to approve the proposed 2016-2017 Central Library budget as presented. THE MOTION PASSED UNANIMOUSLY.

For the RPL Board, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Baynes to approve the proposed 2016-2017 Central Library budget as presented. THE MOTION PASSED UNANIMOUSLY. In response to questions from Dr. Guttmacher and Ms. Hall, Ms. Harrison explained that the County's budget process had not yet formally started; staff will update trustees as budget work with both the City and County proceeds.

Report / Discussion Items

MCLS Liaison to the RPL Board of Trustees

Mr. Wolf reported that at its last meeting, the MCLS Board of Trustees had approved an agreement with TLC/CARL for integrated library system migration services to be funded through use of the MCLS Automation Trust Fund; and an agreement with CampbellNet Solutions for as-needed services for network infrastructure equipment.

Friends and Foundation of the Rochester Public Library (FFRPL)

Mr. Davis distributed flyers for the 2017 Books Sandwiched-In program series scheduled to begin on March 21 and briefly reviewed highlights (Documents Book). He encouraged all to consider attending a special program featuring Dr. Ibram Kendi, author of *Stamped from the Beginning; the Definitive History of Racist Ideas in America*, winner of the 2016 National Book Award for Non-Fiction. He noted that the program was scheduled for March 14 at Monroe Community College's Brighton campus, with pre-registration required; this program was made possible through a special partnership between MCC and FFRPL. Mr. Davis further reported that the annual Huge Used Book Sale was scheduled to begin on March 16 and run through Sunday, March 19, noting that volunteers are always welcome. He added that FFRPL members were eligible for free admission to the preview sale on March 15. Mr. Davis reported that Annual Campaign proceeds totaled approximately \$175,000 to date.

Director's Report

In response to Mr. Hamilton's inquiry regarding visits during the new Central Library evening hours, Ms. Uttaro reported that she and Ms. Suro, Ms. Snow, Ms. Harrison and Dr. Reeves had been alternating days staying late to observe public visits in both buildings. Ms. Uttaro noted that the Bausch & Lomb Public Library Building has been busier thus far than the Rundel Memorial Building during evening hours. Dr. Reeves added that she had heard numerous positive comments from parents visiting the Children's Center with their children in the evening; and youth visiting the Teen Central had commented that there were fewer options for them during the winter months in the evening. Ms. Uttaro reported that she had observed several sessions of the Parent Leadership Training Institute that has been held at Central Library (in the evening), with parents meeting in Kate Gleason Auditorium while their children attend programs in the Children's Center. She briefly described several projects taken on by participants, noting that current candidates for City Council this year include graduates of this program. Mr. Wolf noted that he was pleased to see encouragement of trustees' participation in the New York State Library Trustees

Association listed in the work plan developed at the MCLS Directors Retreat, noting that LTA has excellent resources available for trustees in many areas, and urged all to visit their website.

Ms. Uttaro reported that Library Lobby Day in Albany was scheduled for March 1, with meetings for local advocates, including herself, scheduled with legislators; Ms. Snow has also been working with member library directors and other advocates in attending local meetings with members of the area state legislative delegation. Ms. Uttaro called attention to the document included with the packet that explains the impact of state aid support for MCLS services (Documents Book). Ms. Uttaro further reported that there would be library data included in the ACT Rochester Report Card scheduled to be released in late April, with some elements still under revision at this time; she encouraged everyone to visit the website (www.ACTRochester.org) and contact her with any questions.

RPL Logo Survey

Ms. Uttaro called attention to the new RPL logo and tag line options that had scored the highest in a recent RPL staff survey, noting that CauseWave Community Partners staff – working with RPL and FFRPL staff on a marketing and communications plan – had recently suggested an additional option, “More Than You Think.” Ms. Uttaro collected comments and suggestions from trustees, noting that based upon today’s feedback, the choices would be narrowed, and the finalists would be shared in color.

Central Library

Ms. Snow briefly reviewed highlights from her written report and offered to respond to any questions. She explained that the Outreach Department develops a packet of information on resources available for ex-offenders returning to the community from incarceration, titled *Making Moves*; she passed a copy around the table. Ms. Snow invited everyone to visit the new electronic kiosk installed in Harold Hacker Hall; in addition to three dimensional maps of the Central Library, it also features information on programs and events, and other frequently requested information.

Branch Libraries

Dr. Reeves called attention to her written report, offered to respond to questions, and briefly reviewed highlights of the many programs and events happening at the ten branch libraries. She noted that she was delighted to report that the Children’s Center recorded increases in all areas tracked, adding that numerous parents had shared positive feedback on the new evening hours. She reported on a patron who returned to the Sully Branch Library to thank staff for their assistance in helping him find a new job, noting that this had been very gratifying for the staff.

Town Library Liaison

Ms. Gilbert called attention to her written report and briefly reviewed items with trustees (Documents Book). She reported that since this was winter recess week for most schools, the member library staff were very busy with numerous program offerings and other special activities designed to appeal to the many children visiting the libraries throughout the week. She was delighted to announce the birth of a son with genuinely deep roots in the library community. She explained that his parents were married in Harold Hacker Hall, and have both worked in MCLS member and RPL branch libraries over the span of their careers, adding that the child’s grandmother has also worked as a children’s librarian for over 40 years!

Adjournment

For the RPL Board, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Karin 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 10:30 a.m.

Respectfully submitted,

Sharon Salluzzo, Secretary
RPL Board of Trustees

Patricia Uttaro, Secretary
MCLS Board of Trustees