

Rochester Public Library
Meeting of the Board of Trustees
Rundel Memorial Building Board Room
Minutes
April 26, 2017

RPL Trustees Present: Benjamin, Gardner, Hall, Martinez, Salluzzo, Wolf

RPL Trustees Excused: Baynes, Hamilton, Karin, Lovenheim, Orienter

Staff and Guests: City Law Department Liaison, Meghan McKenna; Staff members Byrnes, Discenza, Harrison, Reeves, Snow, Suro, Tantillo; Uttaro, Boldt

Public Comments

Ms. Benjamin invited any members of the public present who wished to address the board to do so; there were none at this time. Ms. Uttaro introduced Jennifer Byrnes (Central Library Business Division); Amy Discenza (Outreach – Extension Department); and Paul Tantillo (Charlotte Branch Library). She explained that they were participating in a professional development program leading to advanced certification in public library administration offered by Jerry Nichols, of Long Island University. Ms. Uttaro added that one of the course requirements is for participants to observe boards of trustees' meetings.

Call to Order

Ms. Benjamin welcomed trustees and guests, and gaveled the meeting to order at 9:00 a.m.

Action Items

Minutes of the March, 2017 Meeting

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Hall to approve the minutes of the March 29, 2017 meeting as presented (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Personnel Changes

Ms. Suro called attention to the Personnel Changes and staffing levels for the period March 11 – April 7, 2017, reviewed highlights, and responded to questions (Documents Book). She noted that two of the resigning staff listed in the report were leaving to accept full-time employment elsewhere. Ms. Suro added that the three staff members who were retiring would be greatly missed: Kaara Reitzel (Shipping & Delivery Department - 27 years); Helen Kulpa (Children's Center - 17 years); and Deb Nevin (Science, History & Travel Division – 12 years). A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Hall to approve the Personnel Changes as presented. THE MOTION PASSED UNANIMOUSLY.

Financial Reports

Ms. Harrison called attention to the monthly financial summaries and trust fund expense reports for March, 2017 noting that members of the RPL Finance Committee receive detailed monthly claims and trust fund reports for review in advance of each board meeting (Documents Book). She reminded trustees that this process ensures compliance with best practices based on library and library system audits conducted by the State Comptroller's office. Ms. Harrison reviewed status of the trust funds, as well as central and community library expenses, and responded to questions. Following brief discussion, A MOTION WAS MADE BY Ms. Hall AND SECONDED BY Mr. Wolf 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 March, 2017. THE MOTION PASSED UNANIMOUSLY.

ATM Rochester LLC Agreement

Ms. Harrison noted that the ATM machine currently located in the Central Library facility has worked out well, noting that ATM Rochester LLC had been retained in April, 2013 for ATM services based on similar terms as an existing City contract (40% of gross machine receipts, \$2.50 single user fee transaction charges). She noted that the current agreement is scheduled to expire on April 30, and that ATM Rochester has agreed to a new three-year contract with the same terms as the current contract. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Salluzzo to approve the recommended agreement with ATM Rochester LLC, for the terms described for the period of May 1, 2017 to April 30, 2020. THE MOTION PASSED UNANIMOUSLY.

Symantec Server Upgrade Agreement

Ms. Harrison explained that the server currently hosting anti-virus software is at the end of its useful life; a new virtual server has been purchased to handle multiple functions for the library. She further explained that the proposed professional services agreement calls for NetX Information Systems, Inc. to support the library by building out a new anti-virus server to replace the old equipment, install the latest software, transfer data from the existing server, connect all RPL client devices to the new server, and provide best practice analysis of potential threats to the library network. Ms. Harrison added that the cost for these services is not to exceed \$7,000, and will be funded from the Library Automation Services operations budget; work is scheduled to be completed by June 30, 2017. Ms. Harrison responded to questions, and following discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Martinez to approve the proposed agreement with NetX Information Systems, Inc., as described, for the period May 1, 2017 – June 30, 2017. THE MOTION PASSED UNANIMOUSLY.

Mobile Device Management Agreement

Ms. Harrison explained that since there are many tablets and other mobile devices supporting staff and public service activities, it is recommended that a device management solution be implemented for device tracking and management. She reported that MAC Source Communications, Inc. had been identified to furnish and install a Meraki Systems Manager, and configure a web-based dashboard to be used by Library Automation staff; MAC Source will utilize New York State contract pricing for all licenses and equipment. She added that the total cost for services would not to exceed \$4,000, and will be funded from the Library Automation Services operating budget. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Salluzzo to approve the proposed agreement with MAC Source Communications, Inc., for the terms described for the period of May 1, 2017 to June 30, 2017. THE MOTION PASSED UNANIMOUSLY.

Election of New RRLC Representative

Ms. Benjamin noted that in light of Ms. Hall's plans to relocate to Washington within the next weeks, a new RPL Board representative to the Rochester Regional Library Council needs to be identified to succeed Ms. Hall in this role. Ms. Hall expressed that she has found her experiences with RRLC to be most enjoyable, noting that she comes away from each meeting truly inspired. She noted that the Council's work in sharing and working together is a model for many other contexts, adding that it was wonderful working with so many others who are genuinely passionate about libraries. In response to a question, Ms. Hall confirmed that the RRLC Board meets every other month, and the term of service is five years. Following discussion during which Mr. Wolf volunteered for this assignment, A MOTION WAS MADE BY Ms. Hall AND SECONDED BY Ms. Salluzzo to nominate Mr. Wolf to serve as the RPL Board's official representative to the RRLC Board. THE MOTION PASSED UNANIMOUSLY. Ms. Benjamin expressed thanks to Ms. Hall for her years of service, and to Mr. Wolf for his willingness to serve in this role.

Reports

MCLS Board of Trustees

Mr. Wolf reported that the MCLS Board had met on Monday at the Pittsford Community Library, and heard from Ms. Rossman, Library Director, about many of the great services and programs offered. He added that trustees also had the opportunity for a tour of the facility led by Ms. Rossman, immediately following the business meeting. Mr. Wolf further reported that the trustees discussed the work underway to update the MCLS Member Library Document of Understanding, with a new three-year contract anticipated to be ready for review in the fall. He noted that MCLS Trustee Brandt had proposed that the MCLS Board consider establishing some type of patron recognition program; he added that this proposal had been inspired by an especially touching anecdote included in the Director's Report. He further noted that this conversation led to a subsequent discussion about possibly reviving some of the MCLS Board committees that have been inactive for several years; plans call for trustees to discuss this at the May meeting.

Friends and Foundation of the Rochester Public Library

Mr. Davis reported that spring programming is well underway, with Books Sandwiched-In celebrating its 61st year. He noted that live-streaming on Facebook has roughly doubled total "attendance," with an average of 50 – 70 attending in person and approximately the same number viewing the program live online. He added that last week's program regarding Abby Wambach's memoir attracted 2,800 click-throughs, with 700 staying to watch the program online. Mr. Davis further reported that several 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.

Mr. Davis invited everyone to tomorrow's visit by Richard Cerasani, author of *Love Letters from Mount Rushmore: The Story of a Marriage, a Monument, and a Moment in History*. He explained that the author had grown up in Rochester, and had discovered an old trunk with correspondence between his parents that was written while his father worked on the carving of Mount Rushmore. Mr. Davis added that a donor reception would follow the presentation in the new Arts Division programming space in Harold Hacker Hall. Mr. Davis also invited everyone to the Sokol High School Literary Awards scheduled for May 4 at 4 p.m. in Kate Gleason Auditorium, adding that winning submissions would be posted online at SUNY College at Brockport's digital commons site. Mr. Davis updated trustees on plans for the Woman Suffrage Centennial commemoration activities, noting that a major exhibit would be mounted in Harold Hacker Hall, scheduled to open on June 2. He passed around buttons, "Because of Women Like Her" featuring Susan B. Anthony. Mr. Davis reported that proceeds to date for the Annual Campaign totaled approximately \$207,000, and thanked all who had already made contributions.

Rochester Regional Library Council

Ms. Hall reported that the RRLC Library of the Year contest was underway, and encouraged everyone to consider attending the RRLC annual luncheon scheduled for June 1 at Casa Larga Vineyards, when the winners will be announced.

Director's Report

Ms. Uttaro offered to respond to any questions on her written report (Documents Book). She expressed thanks to all who had advocated for public library funding with state legislators, noting that she and a local contingent had participated in the March 1 Library Day in Albany. She reported that the final New York State Budget included a restoration to flat funding for general public library aid (an increase from the Governor's proposed cut) and a \$10 million increase in construction funding from the Governor's

proposal. She added that this was especially good news, as Henrietta Public Library is planning for new construction, and RPL has several significant projects ahead, as well. Ms. Uttaro called attention to the ACT Rochester Report Card (Documents Book), and pointed out that this was the first time that public library data had been included in the Community Engagement section, as previously discussed. She briefly reviewed results, noting that the data reflected results from the nine-county region served by the Rochester Area Community Foundation. Monroe County's metrics were ahead of New York State's as a whole in the categories tracked; however, she also noted that the Center for Governmental Research had analyzed usage trends, and have predicted a downward trend in registered borrowers. She noted that Central Library managers and Branch Library site supervisors were working to identify causes for declining usage, explore approaches to improve existing metrics, and identify ways to more accurately reflect how the libraries are currently being used by the public. There was extended discussion around the importance of collaboration with the Rochester City School District regarding making the connection between library usage, literacy, and school performance.

Central Library

Ms. Snow announced that the Central Library would be a featured "First Friday" participant on June 2, when the Woman Suffrage exhibition opens in Harold Hacker Hall, inviting everyone to the opening reception from 6 – 9 p.m. She added that New Yorkers for Better Libraries were hosting a fundraiser at The Strong on the same evening; due to the close proximity of both venues, she hoped that many people would attend both events. Ms. Snow invited everyone to the new Teen Central ribbon-cutting ceremony, scheduled for May 24 at 1 p.m. with tours of the new Arts and Literature space to follow. She added that the Arts & Literature space would be featured more prominently during the Suffrage Centennial exhibit in Harold Hacker Hall. Ms. Snow reported that the staff team working on development of a separate website for RPL had selected a vendor, and progress is continuing, with a first draft anticipated in approximately three months.

Dr. Reeves offered to respond to any questions on her written report (Documents Book). She explained that Ms. Uttaro had suggested she report today on her many outreach activities, noting that she had studied the recently approved RPL Strategic Plan, and based on the stated goals and objectives, she has been focusing on building relationships with key stakeholders and other representatives of organizations in the community whose goals and activities align with RPL's. Dr. Reeves briefly described many of connections she has made, both independently and with other staff members, including the following: Champion Academy Extreme Mentoring & Empowerment Initiative (led by Roland Williams, Super Bowl champion who was born in Rochester); Assistant Commissioner of the City's Department of Recreation and Youth Services; Rochester City School District's Director of Parent Engagement program (separate from the Parent Leadership Training Institute); Rochester Institute of Technology's Magic Center; Rochester-Monroe Anti-Poverty Initiative; and Monroe Community College.

Branch Libraries

Dr. Reeves called attention to her written report and briefly reviewed highlights of the many programs and activities at the branch libraries (Documents Book). She and Mr. Tantillo responded to questions from Mr. Wolf regarding the Safe Space program, noting that many staff have been trained in this area, and branch libraries serve as preliminary intake sites, often connecting youth with the Center for Youth for needed services.

Other Business

On behalf of the trustees, Ms. Benjamin expressed gratitude to Ms. Hall for everything she has contributed during her years of service, adding that she would be greatly missed; and presented her with a card catalog plaque commemorating her work and dedication. Ms. Uttaro added her thanks for all that Ms. Hall has shared, and presented her with a bouquet of flowers, amid applause in honor of Ms. Hall.

Ms. Hall remarked that it had been “an honor, a privilege, and a lot of fun!” and thanked trustees for their dedication, ongoing work on behalf of libraries in the community, and for their friendship.

Ms. Benjamin reminded trustees and guests that the next RPL Board meeting was scheduled to be held at the Lyell Branch Library on May 31.

Adjournment

A MOTION WAS MADE BY Ms. Salluzzo AND SECONDED BY Mr. Wolf to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 10:15 a.m.

Respectfully submitted,
Sharon Salluzzo, Secretary