

**Rochester Public Library  
Meeting of the Board of Trustees  
Rundel Memorial Building Board Room  
Minutes  
August 30, 2017**

**RPL Trustees Present:** Baynes, Benjamin, Gardner, Hamilton, Lovenheim, Martinez, Salluzzo, Wolf  
**RPL Trustees Excused:** Karin, Orienter  
**Staff and Guests:** City Law Department Liaison, Meghan McKenna; Staff members Davis, Harrison, Snow, Suro, Uttaro, Boldt

**Public Comments**

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

**Call to Order**

Ms. Benjamin called the meeting to order at 9:05 a.m.

***Action Items***

**Minutes of the June, 2017 Meeting**

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the minutes of the June 28, 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 June 10 – August 11, 2017, reviewed highlights, and responded to questions (Documents Book). She noted that three of the Literacy Aides had been hired to remain on staff as Library Pages following their summer assignments. Ms. Suro announced that Marty Steinhauser had retired after 38 years of service, most recently as the Central Library's Public Services Manager, and would be greatly missed. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton 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 July, 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 reported that as July is only the first month of the new fiscal year, budget categories are generally on track. She added that due to weather conditions, there had been relatively fewer "Cool Sweeps" when branch libraries are open longer hours to provide air-conditioned sites for people to spend time if desired. Following brief discussion, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Ms. Baynes 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 July, 2017. THE MOTION PASSED UNANIMOUSLY.

**MCLS Document of Understanding**

Ms. Uttaro reported that the MCLS Directors' Council has approved a new three-year agreement to become effective on January 1, 2018, succeeding the current agreement between MCLS and its member libraries that is scheduled to expire on December 31, 2017. She called attention to copies of the new agreement included with the packet, and briefly explained that at the request of library directors,

appendices had been appended to the agreement that include system governance information (Documents Book). Noting that the new agreement is relatively unchanged from previous agreements and benefits RPL, Ms. Uttaro responded to questions from trustees. Following discussion, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Hamilton to approve the 2018-2020 MCLS Document of Understanding. THE MOTION PASSED UNANIMOUSLY.

### **New York State Archives Documentary Heritage Grant**

Ms. Snow reported that the Central Library's Local History Division has been awarded a grant from the New York State Education Department to fund the arrangement and description of 10 archival collections, and called attention to the Director's Report for a listing of the materials (Documents Book). She explained that the \$7,920 in grant funds would be used to hire an archival processing clerk to complete the work. In response to a question, Ms. Snow explained that decisions regarding materials selection are made by Christine Ridarsky, Historical Services Consultant and City Historian, who manages the Central Library's Local History and Genealogy Division. She added that Ms. Ridarsky's level of expertise and broad, informed perspective contribute to her strategic decision-making. Following discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Baynes to accept the New York State Education Department Division of State Archives Documentary Heritage Grant in the amount of \$7,920, as presented, to be completed by June 30, 2018. THE MOTION PASSED UNANIMOUSLY.

### **Archival Processing Services Agreement**

Ms. Snow explained that in order to accomplish the Documentary Heritage Program (DHP) grant activities discussed, the Local History Division staff recommends archival processing services from Stephanie Ball (formerly Stephanie Mathieu) to process the collections, produce associated finding aids, and provide catalog records for RPL use. She added that the Division would also benefit from Ms. Ball's assistance with processing records from the Office of the City Historian. Ms. Snow explained that Ms. Ball would be paid at a rate of \$18 per hour, each, not to exceed 440 hours for the DHP grant and 80 hours for the City Historian's Office work, through June 30, 2018 with funding to be allocated from the DHP grant (\$7,920) and operating budget (\$1,440), not to exceed \$9,360. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the proposed professional services agreement with Stephanie Ball, for the services described, for a total amount not to exceed \$9,360 for the period of August 30, 2017 to June 30, 2018. THE MOTION PASSED UNANIMOUSLY.

### **New York State Education Department Member Items**

Ms. Harrison reported that for the sixth year, NY State Senator Joseph E. Robach has secured \$15,000 in New York State Education Department (NYSED) funds to support branch library adult literacy initiatives which will expand TASC (Test Assessing Secondary Completion) tutoring at the Lyell and Maplewood branches. She further reported that State Senator Michael H. Ranzenhofer has secured NYSED funds for the Douglass, Wheatley and Arnett branch libraries totaling \$27,000; these funds will support the continuation of literacy initiatives, including early childhood, TASC tutoring and afterschool tutoring. She added that this funding will enable the deployment of recommended security camera installations at these branch locations. Ms. Harrison added that southeast branch library funding of \$9,000 was made possible through the efforts of NY State Senator Rich Funke to support the purchase of security camera installations for the Monroe and Winton branch libraries, and additional literacy programming at the Sully branch library. She noted that although the total "bullet" aid was slightly lower than last year, more branch libraries had been included. Ms. Harrison explained that in light of the timing of this funding, a budget amendment was required and had been submitted to City Council in time for its August session. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Lovenheim to accept the NYSED member item funding of \$51,000 to support RPL branch library programs, supplies and equipment as described, and to amend the 2017-18 Community Libraries Budget, as presented. THE MOTION PASSED UNANIMOUSLY.

**Data Sharing Agreement with Rochester City School District (RCSD)**

Ms. Uttaro briefly reviewed the background leading to this proposed data-sharing agreement with the RCSD. She noted that RPL and City representatives began working with RCSD reps several years ago to develop a data-sharing agreement that would allow for each organization to share data on student use of City services such as the library and recreation centers. She expressed thanks to Meghan McKenna (City Law Department) and Marisol Ramos Lopez (Department of Recreation and Youth Services Commissioner) and others for their work during this process. She explained that this proposed agreement would pave the way for library staff to have access to student data, and for RCSD to have access to data showing student use of the library. She further explained that this data would not include information on specific materials borrowed, but only numbers of materials and, eventually, participation in programs. She added that this agreement also encompasses the use of RCSD student IDs as an alternate ID in the library database, allowing students to borrow from RPL locations using their student ID – a first step toward a “one-card” system that would make it easier for students to access and borrow library materials. Ms. Uttaro further noted that RCSD has agreed to solicit parental permission, or “opting in” via their fall mailing to RCSD parents and guardians. Following extended discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Salluzzo to approve the proposed data-sharing agreement between RPL and the RCSD as described. THE MOTION PASSED UNANIMOUSLY. Ms. Salluzzo commended Ms. Uttaro and Ms. McKenna for their diligence in moving this process forward; Ms. McKenna noted that Ms. Uttaro and Ms. Ramos-Lopez had championed this important effort for many years, and hopes that this data sharing ultimately contributes to enhancing student performance, as expected.

**TASC Tutoring Agreements**

Ms. Harrison called attention to the information distributed at the meeting regarding the proposed agreements (Documents Book). She explained that the New York State Education Department funds secured by members of the local area state legislative delegation, accepted by the Board today, would be used for professional tutoring services including TASC (Test Assessing Secondary Completion) and ESOL (English for Speakers of Other Languages). She explained that this service had previously been provided by EnCompass Resources for Learning, who had recently notified the RPL of significant overhead cost increases that would have resulted in a 40% reduction of tutoring hours in branch libraries. She further explained that especially in light of the late notice, moving forward with individual professional services agreements with each of the tutors was recommended. She added that the selected tutors had provided excellent services in the past. Ms. Harrison noted that staff would work with the individual contractors to maintain basic statistics on use and impact, with the intent to partner with a broader agency to support data collection in the future. Ms. Harrison responded to questions, and following discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Baynes to approve professional services agreements for the TASC services described for the period September 1, 2017 to June 30, 2018 as follows:

With James Lynch, for a total amount not to exceed \$12,320;

With Melissa Parrish, for a total amount not to exceed \$5,460;

And with Charlene Sweeney, for a total amount not to exceed \$4,600.

THE MOTION PASSED UNANIMOUSLY.

**ESOL Tutoring Agreement**

Ms. Harrison noted that EnCompass Resources for Learning had also provided ESOL (English for Speakers of Other Languages) tutoring services, and that for the reasons discussed previously, contracting directly with the tutor at this time was recommended. Following brief discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Baynes to approve the proposed professional services

agreement with Tarma Cole for the services described for a total amount not to exceed \$11,480 for the period September 1, 2017 to June 30, 2018. THE MOTION PASSED UNANIMOUSLY.

## **Reports**

### **MCLS Board of Trustees**

Mr. Lovenheim reported that the MCLS Board had not met in August.

### **Friends and Foundation of the Rochester Public Library**

Mr. Davis reported that the \$237,151 in proceeds from the 2016-2017 Annual Campaign exceeded the goal by \$5,000, thanks to the Books Sandwiched-In challenge that raised \$2,335, which was matched by FFRPL Board and staff members. He expressed thanks to all who contributed to this success. Mr. Davis announced that a generous gift from the estate of Kenneth and Edna Kroll had been received along with their wishes that a permanently endowed fund in their names be established to fund the annual purchase of audio-visual equipment. He added that they had listed the Rundel Library Foundation in their wills in 1994, and had no further contact with staff since that time. Mr. Davis reported that flyers announcing fall programming had been mailed, and briefly reviewed upcoming events, including another compelling Books Sandwiched-In series; Suffrage Centennial exhibit (continuing); and The Art of the Book. He added that six events in connection with the Fringe Festival were scheduled to be held at the Central Library, noting that four were free of charge, and two ticketed events (*Rundel River to Roof Tours* and *Spooky Stories in the Stacks*). He called attention to the computer screen showing the online promotion for the *Murder Mystery at the Central Library* program on September 20, one of the free offerings during the Fringe Festival. Mr. Davis announced that Rebecca Fuss, who has been FFRPL's Director of Programming and Outreach for the last four years, has been named Director of Advancement. He added that per the FFRPL strategic plan, Ms. Fuss' former position has been reconfigured to become the Director of Marketing and Program Development. He announced that Susan Lusignan joined FFRPL in this new role on Monday, noting that she had previously managed the Nazareth Arts Center, and formerly, was co-producer of Rochester Arts & Lectures.

### **Rochester Regional Library Council**

Mr. Wolf reported that the RRLC's Executive Director Search Committee, chaired by Dr. Knapp, had narrowed the choice for Kathy Miller's successor to two final candidates; a decision is anticipated on September 7, when a vote is scheduled.

### **Director's Report**

Ms. Uttaro called attention to two new sections of the report, Recommended Reading and Upcoming Events, added at the request of a member of the MCLS Board of Trustees; she offered to respond to any questions. In response to an inquiry regarding follow-up on library card usage by young program participants, Ms. Uttaro explained that this was done on an informal basis at the branch level. She added that Ms. Burton has hosted group visits, and tracks library card usage on a collective basis following visits, and that the two Area Coordinators are similarly informally tracking usage. In response to an inquiry regarding Teen Central operations, Ms. Uttaro noted that the most significant challenge faced was the high level of usage and activity; approaches to optimally staffing the area to meet the high demand are being explored.

Ms. Uttaro reported that she plans to attend the New York Library Association advocacy kick-off event in Guilderland later this month, noting that the proposed marketing campaign is titled 'Real People, Real Dollars.' She encouraged all to attend the annual Legislative Thank You Breakfast at the Henrietta Public Library on October 27, 8:30 – 10 a.m., noting the importance of expressing gratitude for this year's "bullet aid" discussed earlier in today's meeting. Ms. Uttaro announced that the New York State Legislature and Governor had approved a check box on NY State tax returns to allow taxpayers to make a

voluntary contribution to a “Love Your Library” fund. She announced that RPL Staff Day was scheduled for October 13, and would begin with a book cart decorating contest, followed by a presentation of the year in review and staff awards. She added that afternoon programs would include a presentation by Rebekkah Smith Aldrich and Matt Bollerman on sustainable libraries; she noted that NYLA’s Sustainability Institute was focused not only on environmentally-conscious approaches, but also on how libraries may sustain themselves. She invited all to attend, adding that RPL librarians would be expected to attend this sustainability program.

### **Branch Libraries**

Ms. Uttaro reported that she had discussed with Dr. Reeves the decline in many of the performance metrics; and she and Dr. Reeves had met with branch library site managers to explore ways to address usage patterns. She called attention to the monthly branch library statistical reports included with the packet, noting that as a result of these discussions, Dr. Reeves was in the process of meeting with site managers who were choosing one specific metric to focus on improving. She briefly reviewed with trustees some of the excellent results thus far, noting that further targeted increases in usage metrics were anticipated throughout the branch libraries (Documents Book). Ms. Uttaro added that Roc the Future had launched a new phone app, *Ready Rosie*, focused on supporting early learning, and that approximately 800 users – some of whom were service providers - had signed up thus far.

### **Central Library**

In response to a question, Ms. Snow reported that Shelley Matthews was the Central Library’s new Collections Manager, and her first assignment is to complete an assessment of the entire collection. Ms. Uttaro noted that she was not aware of this ever having been done at the Central Library. She explained that this project would include identifying items not being used, and determining if, for example, usage might increase if the items were moved to a new location. Ms. Snow added that Ms. Matthews was beginning with the bound periodicals collection, as these materials would need to be moved to create space for the new Technology Center. Ms. Snow also updated trustees on progress in developing the RPL website, and passed around the table a rendering of a sample page. She reported that each branch library’s page would list the specific services available, and division pages would include a feature that would spotlight a particular service or title, that would be able to be updated by library staff. She added that the new web address would be RocCityLibrary.org and offered to send trustees via email a link to the draft site, which will incorporate the new RPL logo.

In response to a question, Ms. Uttaro confirmed that NYLA had offered the opportunity for libraries to partner with local community agencies to apply for grant funding through its Change Agent program, part of its Sustainability Initiative training. She reported that partnering with Consumer Credit Counseling Service of Rochester, Ms. Byrnes (Science & History Division) had developed and submitted an application; she announced that only eight applications from across the state were accepted, and Ms. Byrnes’ was among them. Ms. Uttaro added that work will begin in November at the annual NYLA conference.

### **Other Business**

In response to a question, Ms. Uttaro reported that leads on potential new café operators had not borne fruit thus far; she noted that she expects a Request For Proposals would be issued in the fall.

### **Adjournment**

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

Respectfully submitted,  
Sharon Salluzzo, Secretary