

Rochester Public Library
Meeting of the Board of Trustees
Rundel Memorial Building Board Room
Minutes
June 28, 2017

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

Staff and Guests: City Council Liaison, The Honorable Carolee Conklin; City Law Department Liaison, Meghan McKenna; Staff members Davis, Harrison, Snow, Suro, Uttaro, Boldt

Public Comments

Ms. Benjamin welcomed Patrick, a Boy Scout, along with his mother, Yvonne, and brother, Louis; Patrick attended to observe today's meeting in connection with a Boy Scout project. 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 May, 2017 Meeting

A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Hamilton to approve the minutes of the May 31, 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 May 8 – June 9, 2017, reviewed highlights, and responded to questions (Documents Book). She noted that Judy Schewe had accepted the position of Naples Public Library Director; most recently a librarian in the Central Library's Reynolds Media Center, she will 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 May, 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 employee benefits expenses were slightly above budgeted levels due to changes in New York State's retirement amortization payback plan and retiree medical insurance costs. She added that adjustments have been made in other areas to compensate for this anticipated year-end overage. She briefly reviewed other highlights and responded to questions. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Salluzzo 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 May, 2017. THE MOTION PASSED UNANIMOUSLY.

Library Store Agreement

Ms. Harrison reported that the annual agreement with the Friends and Foundation of Rochester Public Library covering management of the Library Store was scheduled to be renewed for the 2017-2018 fiscal year. She explained that the agreement calls for the Central Library to receive \$35,000, adding that FFRPL would continue to provide \$5,000 for Branch Library support, however, from other unrestricted sources (separate from the Library Store proceeds). A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to renew the Library Store agreement with the Friends and Foundation of Rochester Public Library for fiscal year 2017-2018, as presented. THE MOTION PASSED UNANIMOUSLY.

Library Trust Fund Allocation for FY18

Ms. Harrison called attention to the spreadsheet listing the proposed trust fund distributions that were unanimously endorsed by the RPL Board Finance Committee at its meeting earlier in June (Documents Book). She added that the proposed draws were in compliance with the board-approved investment policy that allows for the annual distribution of 5% of the average value of RPL trust funds over the past twelve fiscal quarters. Ms. Harrison also noted that the proposed fund allocations include the annual distribution from the Reynolds Library Board, and the proposed transfers of restricted FFRPL-held funds designated for library materials purchases. Following brief discussion, A MOTION WAS MADE BY Mr. Gardner AND SECONDED BY Mr. Lovenheim to approve the proposed library trust fund distributions for fiscal year 2017-2018. THE MOTION PASSED UNANIMOUSLY.

Proposed Central Library 2017-18 Capital Improvement Budget

Ms. Harrison called attention to the proposed 2017-2018 Capital Improvement Program budget, and reviewed key projects with trustees (Documents Book). In response to a question, she confirmed that \$20,000 had been shifted to the branch facilities capital budget, as previously reported. She added that the proposed budget includes \$56,900 in unexpended funds carried over from fiscal year 2016-2017, plus the City's 2017-18 allocation of \$64,000 (after the \$20,000 shifted to branch libraries). Following brief discussion, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Gardner to approve the proposed 2017-2018 Central Library Capital Improvement Program budget, as presented. THE MOTION PASSED UNANIMOUSLY.

CampbellNet Solutions Professional Services Agreement

Ms. Harrison reported that services from CampbellNet Solutions had proven to be extremely helpful, particularly during the transition to the new Voice over Internet Protocol (VoIP) telephone system earlier this year, as well as during recent network cabling upgrade planning for the Central Library's Technology Center. She added that these services were provided under the current agreement calling for CampbellNet to provide assistance on an as-needed basis in maintaining library telecommunications equipment, data switches, and in addressing network connectivity issues at remote locations. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Salluzzo to approve the proposed new professional services agreement with CampbellNet Solutions for a total amount not to exceed \$3,000 with a term of July 1, 2017 to June 30, 2018, as presented. THE MOTION PASSED UNANIMOUSLY.

Tri-Delta Resources Professional Services Agreement

Ms. Harrison noted that the library has used the services of Tri-Delta Resources to repair computer equipment on an as-needed basis for the past several years, adding that staff would like to continue this service in fiscal year 2018 for both the Branch and Central Libraries. She explained that these services would be especially helpful during the upcoming transition to new computers that will replace the thin client units. Ms. Harrison noted that costs would be based on an hourly rate of \$75 for small equipment (PCs), and \$125 for large equipment (servers). A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve the proposed professional services agreement with Tri-Delta

Resources, Inc. to provide computer repair services as described for a total cost not to exceed \$3,000 with a term of July 1, 2017 to June 30, 2018, as presented. THE MOTION PASSED UNANIMOUSLY.

Fines Elimination Pilot Project Extension

Ms. Uttaro reported on results thus far of the pilot elimination of overdue fines on children's and teens' materials that was approved by this Board for July 1, 2016 implementation, and called attention to the Director's Report for additional details (Documents Book). She explained that due to issues raised by some MCLS member libraries, this program was not actively promoted during its first six months, as previously discussed. She further noted that a 10% increase in both circulation of these materials and in library card registrations was achieved. Although below the 25% targets for both of these performance indicators, Ms. Uttaro explained that the solid increases together with many anecdotes from patrons relating the positive personal impact of this program have led to the recommendation presented today to continue the overdue fines elimination project for another year. She added that an advertising campaign had been launched in February, and by the end of May, 2017, approximately 20,000 more children's and teen items had been borrowed than in the previous year. During extended discussion, Ms. Uttaro noted that more and more libraries across the country are eliminating fines, or exploring the possibility, citing Syracuse and Salt Lake City's library system, which has voted to eliminate all fines. Ms. Uttaro responded to questions, adding that two MCLS member libraries were also considering eliminating fines. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve extending the fines elimination pilot project, as presented, for fiscal year 2017 – 2018. THE MOTION PASSED UNANIMOUSLY.

InterMunicipal Data-Sharing Agreement

Ms. Uttaro called attention to the information on the proposed InterMunicipal Data-Sharing agreement distributed at the meeting, and expressed thanks to Ms. McKenna for her assistance in developing the document (Documents Book). Ms. Uttaro explained that library staff members have worked together with representatives of the Rochester City School District (RCSD) and the City's Department of Recreation and Youth Services (DRYS) for several years toward the goal of sharing data. She noted that the intent of this data-sharing is to determine if library usage has an impact on student performance in school, and ultimately, to identify ways to further enhance student performance. Ms. Uttaro and Ms. McKenna responded to questions. Ms. McKenna noted that in order for students' data to be included in this analysis, in accordance with New York State law that requires affirmative consent, the students' parents would need to opt-in, in writing; the RCSD will also offer parents the opportunity for withdrawal from the program on an annual basis. Ms. Uttaro added that specific operational logistics have not been finalized; this agreement provides the framework to move forward. Following extended discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the proposed Inter-Municipal Data-Sharing Agreement between the Rochester City School District; the City's Department of Recreation and Youth Services; and Rochester Public Library, as presented. THE MOTION PASSED UNANIMOUSLY.

Reports

MCLS Board of Trustees

Mr. Lovenheim reported that at the last MCLS Board meeting, the trustees reviewed and approved the monthly financial claims, and the transfer of \$70,000 from the MCLS fund balance to the MCLS Automation Trust Fund, in accordance with the MCLS Fund Balance Policy. He further reported that Mr. Wolf and Ms. D'Aurizio had been re-elected to the offices of President and Vice-President, respectively; and two current trustees had been nominated to serve additional terms on the Board. Mr. Lovenheim added that the MCLS Direct Access Policy had been reviewed and updated.

Friends and Foundation of the Rochester Public Library

Mr. Davis reported that attendance for the 61st season of the Books Sandwiched-In series averaged approximately 60 people per session in person, with an average of 40 additional people per session viewing the programs via online streaming. He explained that these statistics excluded the April 18 review of *Forward: A Memoir* by Abby Wambach, noting that the reviewer, Jeff DeVeronica of the *Democrat & Chronicle*, had announced his participation on social media, resulting in 752 remote viewers of his presentation. Mr. Davis encouraged everyone to visit the library's YouTube channel - accessible via a link from the FFRPL.org site - to view the archived sessions. Passing around the table photographs of the exhibit opening, Mr. Davis updated trustees on the Suffrage Centennial event that attracted approximately 150 attendees on the "first Friday" evening in June. He added that many visitors are browsing the self-guided exhibit each day. He further reported on the recent Donor Luncheon with the Director, noting that Ms. Uttaro had given an excellent and engaging presentation that included discussion of RPL's pilot program suspending overdue fines on children's and teens' materials, and the new library card for young children. With just three days remaining until the Annual Campaign closes on June 30, Mr. Davis reported that proceeds to date total approximately \$235,000, exceeding the goal by \$3,000. He added that the Books Sandwiched-In challenge grant would also be in effect until June 30. He announced that Ms. Charpiel had left her position as FFRPL Director of Development to pursue other opportunities; Ms. Fuss will step into that role.

Rochester Regional Library Council

Mr. Wolf reported that officers had been elected, and the Audit Committee was scheduled to meet on July 10. He further reported that there was record-breaking attendance for the fantastic presentations; Fairport Public Library was honored with the Library of the Year Award in the public libraries category, and Henrietta Public Library received Honorable Mention. He added that Kathy Miller, RRLC's Executive Director, has announced her plans to retire, and was honored for her years of service; a Search Committee has been established, and she has agreed to stay on until her successor has been named.

Director's Report

Ms. Uttaro announced that Starry Nites has advised of plans to close their Central Library location, with June 30 scheduled to be their last day of operations. She added that she had met with Mr. Yudelson and other City representatives to explore potential successors; it is hoped that a new café operator will be identified soon. Ms. Uttaro further reported that she plans to nominate the *Because of Women Like Her* campaign for the Urban Libraries Council Top Innovator award for this year, noting that event attendance and community awareness were very high. She reported that RPL Board Committee assignments had not been updated in some time, and passed around the table a current list, inviting trustees to add their names to committees of particular interest. She explained that two new committees had been added: Strategic Plan Review and Advocacy & Public Relations, noting that this committee would complement the MCLS Committee and would work with committee members and MCLS staff on related efforts. Ms. Uttaro invited trustees to attend the City Employee Recognition Awards event scheduled for 5:30 p.m. on July 15 at Hochstein School of Music and Dance. She explained that Lori Frankunas (Wheatley Branch Library) would receive an award in recognition of her work with the Edible Food Forest and Story Walk, and encouraged everyone to visit the branch library to see both, if they had not already done so. Ms. Uttaro passed around the table three examples of how other libraries display their statistical data in more visual formats, and invited trustees to review and provide feedback over the next several weeks whether there is interest in modifying how RPL statistical data is conveyed.

Central Library

Ms. Snow called attention to her written report and offered to respond to any questions (Documents Book). She briefly reviewed highlights of the many programs offered, adding that the Mayor was planning a press conference to discuss the RPL pilot program suspending fines on children's and youth materials. She

reported on the highly successful “Be My Neighbor” event held on Saturday, June 3, that attracted over 3,500 people. She explained that the main attraction was Daniel Tiger, popular star of a PBS children’s television series; there were hands-on learning activities, including visits from Rochester Fire Department and Rochester Police Department representatives with their vehicles. Ms. Uttaro noted that this event was part of the very successful, ongoing collaboration with WXXI; additional event partners included representatives from Fidelis, Seneca Park Zoo, and the Lions Club, whose members conducted hundreds of vision screenings for the children. In light of the concern around the opioid epidemic, Ms. Snow reported that library staff had collaborated to develop a panel discussion on the topic to be held at three library locations across MCLS; one is scheduled for this evening in Kate Gleason Auditorium. Ms. Snow updated trustees on the new RPL website development, noting that the new RPL logo would be incorporated into the design. She reported that she had participated in an i-forum with library staff across the state regarding New York State Minimum Standards for libraries. She passed around the table copies of summaries of the methodology followed in reviewing the standards, along with a listing of the current standards, the proposed revised standards and rationale for proposed changes. Ms. Uttaro noted that any changes to the standards would require approval by the New York State Board of Regents. There was discussion regarding some of the proposals, and the hardships for some libraries that the proposed professional training requirement would create, including the challenges presented by recording and tracking the training.

Branch Libraries

Ms. Uttaro expressed thanks to all those who attended the Story Walk opening event, adding that there were several terrific photos of the event on social media. Ms. Conklin concurred that it had been a wonderful event, and commended Shawn Dunwoody, who had assisted with the project. Ms. Uttaro noted that although there are other Story Walk installations elsewhere, the Wheatley Branch Library’s is unique in that the children had actually created the story themselves (with coaching from Writers & Books staff). Ms. Uttaro further reported that Dr. Reeves would be working with staff in the coming weeks to re-evaluate RPL’s community book distribution program in light of Ms. Matthews’ planned transfer to the position of Collection Manager at the Central Library; an update will be shared with the Board in September.

Other Business

Ms. Harrison noted that copies of the 2017-2018 budget were available, and could be e-mailed upon request. Ms. Benjamin invited all to attend the USS Constitution unveiling event scheduled for 10:30 a.m. in the Science-History division.

Adjournment

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

Respectfully submitted,
Sharon Salluzzo, Secretary