

**Rochester Public Library  
Meeting of the Board of Trustees  
Rundel Memorial Building Auditorium  
Minutes  
March 29, 2017**

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

**Staff and Guests:** City Council Liaison, Carolee Conklin; City Law Department Liaison, Meghan McKenna; Staff members Frankunas; Tantillo; K. Whittemore; Reeves, Snow, Suro, Uttaro, Boldt

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

**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 Kim Whittemore and Paul Tantillo (Charlotte Branch Library), and Lori Frankunas (Phillis Wheatley 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. She further noted that 21 staff members from regional library systems were enrolled in the class.

***Action Items***

**Minutes of the February, 2017 Meeting**

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the minutes of the February 22, 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 February 11 – March 10, 2017, reviewed highlights and responded to questions (Documents Book). She noted that Barbara Nichols (Librarian II), Winton Branch Library site supervisor, has retired after 27 years of dedicated service, including at the Central Library; she will be greatly missed. Following brief discussion, 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**

In Ms. Harrison's absence due to illness, Ms. Uttaro called attention to the monthly financial summaries and trust fund expense reports for February, 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 in light of library and library system audits conducted by the State Comptroller's office. Ms. Uttaro offered to respond to any questions regarding the reports, noting that overall, expenses were in line with budget projections. Following brief discussion, A MOTION WAS MADE BY Mr. Hamilton 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.

### **Wicked Squid Studios Professional Services Agreement**

Dr. Reeves explained that plans call for Joshua Pettinger, owner of Wicked Squid Studios, to conduct an eight-week audio production workshop series for the Central Library's imagineYou digital media lab. She noted that the series was intended to serve as an introduction to a variety of concepts integral to building a career in music production. Dr. Reeves added that participating teens would also have an opportunity to visit a working recording studio, build sound panels to be used in the imagineYou's control room, and learn about acoustics and basic studio design. Following brief discussion, A MOTION WAS MADE BY Ms. Baynes AND SECONDED BY Mr. Wolf to approve the professional services agreement with Wicked Squid Studios for a total amount not to exceed \$4,000. THE MOTION PASSED UNANIMOUSLY.

### ***Reports***

#### **Friends and Foundation of RPL**

Ms. Uttaro reported that Mr. Davis was attending a kick-off breakfast this morning to discuss coordinating community-wide events related to the Woman Suffrage Centennial commemoration later this year. She noted that the recent Huge Used Book Sale had raised approximately \$7,200, noting that this was especially impressive in light of the severe winter weather that resulted in the library being closed on the dealer preview sale day. She added that left over items had been offered to representatives of the MCLS Outreach / Extension department; Shelley Matthews, RPL Literacy Coordinator; and other non-profit entities, with any remaining items sent for recycling. She expressed gratitude to all who had helped with the sale.

Ms. Uttaro reported that the spring Books Sandwiched-In series was underway, with yesterday's program attracting 75 attendees, with more viewing the new live streaming via Facebook. She invited everyone to Kate Gleason Auditorium this afternoon to hear Rene Denfeld, author of The Enchanted, this year's *Rochester Reads* selection (sponsored by Writers & Books and FFRPL). Ms. Uttaro expressed thanks to all who had already contributed to the 2016-2017 annual campaign, noting that several areas reflected an increase over this time last year, including first-time donors, size of the average gift, and online gifts.

#### **Rochester Regional Library Council**

Ms. Hall reported that voting for the RRLC Library of the Year would open on April 2, with the RRLC annual luncheon scheduled for June 1 at Casa Larga Vineyards, when the winners will be announced. She encouraged all to mark their calendars for this event.

#### **Director's Report**

Following up on her recent e-message to trustees, Ms. Uttaro briefly reviewed the circumstances surrounding last week's discovery by a patron of a young man exhibiting symptoms of an apparent opioid overdose in the Bausch & Lomb Public Library Building. Ms. Uttaro updated trustees on what she had since learned from representatives of City Security, the Fire Department, 911 Center, and the City Safety Coordinator; she expressed gratitude to Ms. McKenna for her quick response as library staff work to develop appropriate procedures for response to suspected overdose situations, noting that she was still in the process of researching related issues. Ms. McKenna shared some considerations based on her findings thus far, and there was discussion of the challenges presented by these situations. Ms. Uttaro reported that currently, only the Rochester Police Department, Rochester Fire Department, and Emergency Medical Technicians carry and use Narcan; City Law Department staff are continuing to research what other cities are doing in this area and whether libraries and / or other city buildings should stock Narcan. Ms. Uttaro further updated trustees on additional patron issues.

Ms. Uttaro called attention to the Central Library and Community Libraries 2017-2018 Budget Funding Support Request documents distributed at the meeting, and briefly reviewed key points with trustees (Documents Book). She provided a brief update on the New York State budget, noting that the Senate and

Assembly had each recommended separate increases in funding above the amount included in the Governor’s original proposal; however, at this point, there was no definitive indication of the anticipated final outcome, nor date of passage. Ms. Uttaro reported that she was scheduled to meet later this week with representatives from Rochester Institute of Technology, Second Avenue Learning, and Rochester Downtown Development Corporation regarding the potential for Rochester to become a video gaming test site. She noted that the library was invited to participate in the potentially exciting initiative based on RDDC President, Heidi Zimmer Meyer’s recent visit to the imagineYou lab, with which she had been very favorably impressed. Ms. Uttaro called attention to the International City/County Management Association and Aspen Institute documents distributed at the meeting, noting that these reports were of heightened interest in light of the recently completed strategic planning process (Documents Book). Ms. Uttaro invited trustees to attend a coffee hour scheduled for later this morning in honor of two Central Library retirees: Deb Nevin, from the Science, History and Travel Division; and Kaara Reitzel, from the Shipping Department.

### **Central Library**

Ms. Snow called attention to the Central Library door count summaries for Monday and Wednesday evenings included with the packet (Documents Book), noting that the Children’s Center and Teen Central were clearly the busiest destinations for visitors. She added that based on her observations, other visitors seem to be very focused, asking more complex reference questions. Ms. Snow announced that both the new Arts and Teen Central spaces were open to the public, although the art gallery is still under construction. She briefly described the new Art Cart in the Arts Division, explaining the concept of “take one; leave one” in anticipation of individuals sharing and trading their creations: a “little free library” for the arts. She added that the recent snow storm precipitated an update to the Central Library’s closing procedures. She further reported that two proposals had been submitted in response to the RFP issued in connection with the new RPL web site project; the RPL Web Team is in the process of reviewing them and will issue a recommendation soon. She passed around the table examples of two newly developed flyers promoting the RPL’s elimination of fines on children’s and teen’s materials (Documents Book).

### **Branch Libraries**

Dr. Reeves called attention to her written report included in the Director’s Report (Documents Book) and offered to respond to any questions. She reported on the over 100 attendees at the recent Take Your Child to the Library Day activities, and noted that AmeriCorps members had doubled attendance at their program offerings. She referred trustees to the report on Toy Library usage statistics, adding that staff had been invited to choose 200 new toys from the Pirate Toy Fund warehouse, for which they are very grateful. She briefly reviewed highlights of the chess program at Maplewood Community Library, reporting that the current, undefeated champion is a ten-year-old girl. She added that Charlotte Branch Library had recently hosted an extremely popular wildlife program. Mr. Gardner offered his congratulations to Charlotte Branch Library staff for their highly popular and successful presence at the recent Winter Fest at Ontario Beach Park.

### **Adjournment**

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 9:55 a.m.

Respectfully submitted,  
Sharon Salluzzo, Secretary