

**Rochester Public Library
Meeting of the Board of Trustees
Arnett Branch Library
Minutes
October 25, 2017**

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

Staff and Guests: City Council Liaison, Carolee Conklin; City Law Department Liaison, Meghan McKenna; Andy Carey, MSW; Christine McKinley, MHS; Staff members Byrnes, Davis, Harrison, Reeves, Snow, Suro, Tehan, Uttaro, K. Whittemore, 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 9:08 a.m. She introduced guests, including Bruce Tehan (Arnett Branch Library Supervisor); Jennifer Byrnes (Central Library's Science & History Division Manager); Kim Whittemore (Librarian, Charlotte Branch Library); Christine McKinley, MS, MHC; and Andy Cary, MSW.

Welcome to the Arnett Branch Library

Mr. Tehan welcomed everyone, noting that this branch library means a great deal to its neighbors in the 19th Ward. He explained that members of the community genuinely care deeply about the Arnett Branch library, and even those who don't visit frequently are fiercely proud, and many support the Library in their own way, as they are able. For example, he reported that the murals gracing the walls had been painted by volunteers, and funded by generous private donors. He announced that a reception to unveil and celebrate the newest mural was scheduled for Saturday, October 28 at 1 p.m.; all are welcome.

Health Central and Library Resource Outreach Center

Ms. Byrnes called attention to the document distributed at the meeting, noting that the goal is to provide authoritative and up-to-date health information in a variety of literacy levels for the public. She described the various ways that the community partners listed currently provide support to this effort (Documents Book). Ms. Byrnes reviewed the types of information and services currently offered, such as blood pressure screenings (during which time individuals have the opportunity to ask other health-related questions); lists of other area free clinics; drug counseling, and much more. She added that through the auspices of Rochester Regional Health, a mobile dental unit would park near the library on Broad Street, and individuals could receive free dental care. Plans call for visits by a medical mobile unit to be scheduled beginning in 2018, with the primary goal of serving those who are not currently seen by medical professionals working in homeless shelters. Ms. Byrnes announced that a press conference was scheduled for tomorrow to announce the Affordable Care Act's open enrollment period, adding that Health Care Navigators were scheduled to be available to assist individuals at the Central and Branch libraries, as well as at City Recreation Centers. Ms. Byrnes announced preliminary plans for the Central Library to host a walk-through colon display during March, 2018, Colon Cancer Awareness Month.

Mr. Cary briefly shared background on the Library Resource Outreach Center, also located on the third floor of the Bausch & Lomb Public Library Building. He noted that approximately four years ago, the closure of the Civic Center Garage to individuals who had been sleeping there during the winter months, combined with the closure of Midtown Plaza, has created new hardships for the homeless. He added that

MCLS Trustee, Dr. Larry Gutmacher, and former Assistant RPL, Director, David Creek, developed the early concept to attempt to reach homeless patrons in the Central Library. Mr. Cary added that the primary goal was to provide genuinely barrier-free social work, seeking to address individuals' immediate needs (for example, winter boots), develop a positive rapport, and proceed to address further needs (housing, healthcare, etc.). He noted that the model followed by volunteers who assist clients is analogous to the library service model, in that staff/volunteers seek to provide individuals with what they express they need, rather than what staff/volunteers may believe they may need. Mr. Cary confirmed that the LROC is staffed by volunteers, primarily from Person-Centered Housing Options and MC Collaborative; he noted that Ms. McKinley had co-founded this entity with him. He added that legal services were provided by volunteer attorneys at LROC on Fridays. He offered several examples of LROC volunteers cutting through bureaucracy and referring individuals in need to appropriate community agencies for assistance, and helping individuals with various challenging application processes, as needed. He noted that he had recently been contacted by researchers at the University of Wisconsin who were conducting a study of how social work was being implemented in public libraries, adding that there were only a few libraries in the county at this time; he added it was very gratifying for Rochester to be on this short list. Mr. Cary responded to questions from trustees, and thanked the library for providing space for this initiative. Ms. Benjamin thanked Ms. Byrnes and Mr. Carey for their presentations.

Action Items

Minutes of the September, 2017 Meeting

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the minutes of the September 27, 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 September 11 – October 8, 2017, reviewed highlights, and responded to questions (Documents Book). Following brief discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Salluzzo 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 September, 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 the reports represented the first quarter of the fiscal year, and offered to respond to any questions. She reported that the CSEA part-time employee union agreement had been ratified, and that ratification of the AFSCME full-time employee union agreement was in process. She further noted that any potential adjustment to Administrative-Professional-Technical (APT) compensation had not yet been finalized. Ms. Uttaro added that she planned to include a summary of highlights and changes in both agreements in next month's Director's Report, if finalized by that time. 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 September, 2017. THE MOTION PASSED UNANIMOUSLY.

City Capital Improvement Program Requests

Ms. Harrison reported that the requests fall into two categories: general operations (for example, carpet replacement, painting, etc.), and facility repair/renovation. She explained that the City's Architectural Services policy this year was to focus on the high number of outstanding capital requests that have created a significant backlog. She added that this would provide RPL the opportunity to identify and prioritize needs during the Branch Facilities Comprehensive Plan process. Ms. Harrison called attention to the

Director’s Report, and briefly reviewed the list for central and branch libraries (Documents Book). She noted that the Rundel Raceway Sediment Removal proposal was the only new project included because the work had been identified as a very high priority. She explained that a valve used to clear sediment from the water under the Rundel Memorial Building has failed, resulting in river sediments accumulating, which in turn, has resulted in lower water levels for the chiller. She further explained that if not resolved soon, these lower water levels will result in reduction in chiller capacity that will impact its efficiency and ultimately, result in failure of the chiller. The proposed project calls for several feet of sediment to be removed while the raceway is closed over the winter, with preliminary estimated costs totaling \$500,000. She added that since it is possible that hazardous material(s) may be found in the sediment requiring specialized equipment and procedures, project costs may change when more information becomes available.

Ms. Harrison called attention to copies of the Empire State Development grant application submitted to New York State for the Rundel north terrace reconstruction project that were included with the packets (Documents Book). She provided brief background, and noted that the north terrace had been closed to pedestrians in July, 2017, after having been closed to vehicular access in 2015 due to worsening structural debilitation stretching from the Genesee River to South Avenue. She described four options for consideration to address the situation. During discussion, there was consensus that the optimal proposal was the option that includes structural repairs as well as new development of the terrace for public use, with design by LaBella Associates and Bayer Landscape Architecture, with the understanding that this option would result in incurring additional debt service. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve the fiscal year 2019-2023 Capital Improvement Program request, including the \$7.8 million Rundel North Terrace project option, as presented, and to authorize RPL Board President to provide a letter of support to accompany the submission as approved by this Board. THE MOTION PASSED UNANIMOUSLY.

Early Literacy Training Professional Services Agreement

Dr. Reeves reported that as part of Greater Rochester Teen Read Week (GRTW), plans call for the Central Library to support and coordinate a visit from author Paul Griffin. She explained that MCLS/RPL Children’s Services Consultant, Tonia Burton, has recommended Paul Griffin to provide programs at the Central Library and at the Monroe County Detention Center, based on consensus from MCLS GRTRW Committee members. She noted that the total cost will be \$1,500, to be covered by funds from the Beeney Trust. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve the proposed professional services agreement with Paul Griffin, for a total cost not to exceed \$1,500, inclusive of travel, supplies and materials to be retained for use by the RPL. THE MOTION PASSED UNANIMOUSLY.

Reports

MCLS Board of Trustees

Mr. Lovenheim reported that at its last meeting, in addition to routine matters, the MCLS Board had approved a professional services agreement with “Mother Goose on the Loose” for early childhood training services. He added that there had been discussion on the issues discussed during the Trustee Symposium featuring Rebekkah Smith Aldrich and Matthew Bollerman on the topic of the New York Library Association’s sustainability initiative for libraries, where sustainability was defined more broadly as survivability rather than limited to “green” initiatives. Mr. Lovenheim noted that although overall, library circulation statistics have generally shown a reduction, many libraries are seeking new and larger spaces to better accommodate their communities’ needs. He further noted that the reports by Ms. Byrnes and Mr. Cary were further illustrations that traditional circulation statistics were not capturing everything that is happening in public libraries. There was extended discussion, including around the extent to which

the concepts presented could apply to the town, Central and RPL branch libraries. Mr. Lovenheim pointed out that it seems that the Central Library serves many more varied audiences and constituencies whose needs and interests vary widely. Ms. Salluzzo noted that during the sustainability presentation offered on RPL Staff Day, she had been gratified to recognize that RPL seems to be on the right track in engaging with the community and responding to identified needs, while maintaining primary focus on literacy.

Friends and Foundation of the Rochester Public Library

Mr. Davis was pleased to report that approximately \$16,000 had already been received in support of the 2017-2018 Annual Campaign; the first batch of letters was mailed earlier in the week. He added that contributions were still being accepted in connection with the Retirees' Matching Gift Challenge. Mr. Davis reported that approximately \$1,500 had been raised through the recent George Eastman Museum 5k Photo Finish Race, with proceeds to support RPL digital initiatives, and passed around photos of the "Run for RPL" Team participants. He added that the contribution page was still accessible via a link from the FFRPL.org web site. He updated trustees on programming, noting that the fall Books Sandwiched-In series was well underway, with live streaming on Facebook adding significantly to the audience.

Mr. Davis reported on the recent MCLS author event noting that it had been a very successful collaboration with FFRPL. He noted that the event, featuring author, Rick Riordan, had been held at the 1,900-seat Kodak Theatre, adding that all of the free tickets had been claimed within approximately one hour. He further noted that this had been the last night of Mr. Riordan's national book tour, and had drawn the largest audience of his entire tour. Ms. Uttaro added that this experience demonstrated that the Rochester region can support such events, and likely significantly elevated Rochester's profile among publishers as a place for future visits by prominent authors. Mr. Davis shared a touching anecdote about a family who traveled to the event from Ottawa, as their son, who is devoted to his special needs sister, wished to meet his favorite author. Although initial indications were that this would not be possible, Mr. Davis was delighted to report that Mr. Riordan agreed to the request.

He further reported that the annual Publishers' Circle dinner was scheduled for November 15, in Harold Hacker Hall. He added that the featured keynote speaker would be Pulitzer Prize-winning *Washington Post* reporter, Amy Goldstein, author of the recently published book, *Janesville: An American Story*; Ms. Goldstein is from Henrietta. Mr. Davis noted that the Harold Hacker Library Lifetime Achievement Award would be presented that evening to Kathy Miller, recently retired Executive Director of the Rochester Regional Library Council.

Rochester Regional Library Council

Mr. Wolf reported that a lovely retirement reception had been held recently at St. John Fisher College in honor of Kathy Miller; her successor, Laura Osterhout, has started work in her new role. Mr. Wolf added that he was a member of the RRLC Audit Committee, and that a financial audit recently conducted by Heveron & Company, CPAs, had resulted in a clean audit report.

Director's Report

Ms. Uttaro reviewed and responded to questions regarding her recommended reading list. She announced that RPL has won the 2017 Joseph Shubert Library Excellence Award, based on the fines elimination program for children's and young adult materials. She explained that this annual award is given in recognition of libraries or library consortia that have taken significant steps within the past two years to improve the quality of library service to users. She added that the award will be presented at the 2017 New York Library Association conference in Saratoga Springs, at the annual awards banquet on Friday, November 10.

Central Library

Ms. Snow called attention to her written report, and offered to respond to any questions (Documents Book). She reported that Shelley Matthews has started work in her new role as the Central Library's Collections Manager, and was currently focused on weeding the library's bound journals. She added that the stacks areas would be reorganized to help create additional space for the transfer of materials in connection with the new Tech Center construction project. She briefly reviewed highlights of the many other programs and activities, and responded to questions. Ms. Snow reminded trustees that all are invited to the *Art of the Book* opening reception on November 1, from 6 – 8 p.m.

Ms. Snow demonstrated the new RPL web site, highlighting sample web pages, including the RPL Strategic Plan. She noted that while still a work in progress, significant work had been completed. She responded to questions, accepted suggestions, and commended the RPL Web Team for their ongoing work on the project, noting that Alicia Gunther, social media librarian, was especially helpful in keeping the team on track. She invited anyone with further suggestions to contact her via phone or e-mail.

Branch Libraries

Dr. Reeves briefly reviewed highlights of many of the programs and activities at the branch libraries. She announced that the third year of the AmeriCorps program would begin soon, with four new Community Navigators and two new Raising a Reader members. She explained that these new members would have orientation through most of October, and were scheduled to begin working with the library late this month. She further reported that George Carter was continuing to work with Second Avenue Learning staff in testing games with teens at the Sully Branch Library, noting that the Second Avenue game developer had indicated that feedback from the teens was proving to be very valuable, and enjoyable for the teens, as well.

Other Business

Ms. Benjamin reported that there would soon be an additional open slot on the RPL Board, as Ms. Orienter has indicated that does not wish to seek reappointment at the end of her term (December 31, 2017). Ms. Benjamin invited trustees to contact her with any recommendations for trustee candidates.

Adjournment

A MOTION WAS MADE BY Mr. Karin AND SECONDED BY Mr. Wolf to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 10:40 a.m.

Respectfully submitted,
Sharon Salluzzo, Secretary