

**Rochester Public Library**  
**Meeting of the Board of Trustees**  
**Rundel Memorial Building Board Room**  
**Minutes**  
**September 27, 2017**

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

**Staff and Guests:** City Council Liaison, Carolee Conklin; City Law Department Liaison, Meghan McKenna; Staff members Byrnes, Davis, Harrison, 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**

Mr. Hamilton called the meeting to order at 9:00 a.m.

***Action Items***

**Minutes of the August, 2017 Meeting**

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Gardner to approve the minutes of the August 30, 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 August 12 – September 8, 2017, reviewed highlights, and responded to questions (Documents Book). She noted that Diane Premo had been promoted from her part-time position at Winton Branch Library to a full-time librarian position in the Reynolds Media Center, adding that she had been a part-time employee for 21 years. She added that three of the Rochester City School District students who worked as Literacy Aides over the summer had been hired as Library Pages and would be transferred to the Central Library's Children's Center, Maplewood, and Wheatley branch libraries. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Salluzzo to approve the Personnel Changes as presented. THE MOTION PASSED UNANIMOUSLY.

**Request to Close Rundel Memorial Building Early on Two Occasions**

Ms. Uttaro reported that the Publishers' Circle dinner was scheduled for November 15, and would return to Harold Hacker Hall after having been held at the Memorial Art Gallery last year during renovation activities. She explained that closing to the public at 3 p.m. on that day would accommodate set up of the space and catering arrangements for this evening event; plans call for the Bausch & Lomb Public Library Building to be open until 8:30 p.m. on that day. Ms. Uttaro further reported that the Rochester Area Community Foundation's (RACF) "Evening Out at Home" was scheduled to be held in Harold Hacker Hall on May 19. She explained that closing to the public at 3 p.m. on that day would accommodate setting up for this event which will feature dessert and dancing; plans call for the Bausch & Lomb Public Library Building to remain open until 5 p.m. on that day. Mr. Davis and Ms. Uttaro added that they were delighted to host this special RACF event. Mr. Davis added that RACF has been a long-time supporter of Safe To Be Smart, the Toy Library at the Lincoln Branch, the Suffrage Centennial at the Central Library, and numerous other initiatives. Following discussion, A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve closure of the Rundel Memorial Building early, as discussed, on November 15, 2017 and May 19, 2018. THE MOTION PASSED UNANIMOUSLY.

**Financial Reports**

Ms. Harrison called attention to the monthly financial summaries and trust fund expense reports for August, 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 only the first two months of the fiscal year, and offered to respond to any questions. Following brief discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Gardner 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 August, 2017. THE MOTION PASSED UNANIMOUSLY.

Ms. Harrison distributed copies of 2016-2017 fiscal year-end summary financial reports and reviewed highlights with trustees (Documents Book). She called attention to the Capital Funds Summary, and reviewed key elements with trustees.

**NYS Library Construction Grant Applications**

Ms. Harrison reported that New York State has allocated \$970,518 to the Monroe County Library System from the state’s \$24 million Library Construction Grant program. She explained that the MCLS Board of Trustees had approved submission of the two eligible applications from member libraries, as recommended by the MCLS NY State Construction Grants Committee (Seymour-Brockport for \$75,301 and Rush for \$38,156). Ms. Harrison called attention to the Director’s Report for information on the RPL projects and briefly described each of the proposals: Rundel (Kusler-Cox) Auditorium renovation; build-out of Central Library’s Technology Center; and repairs to the façade and interior plaster of the Monroe Branch Library (Documents Book). She reviewed construction cost estimates and the proposed sources of the required matching funds. Following discussion, A MOTION WAS MADE BY Ms. Baynes AND SECONDED BY Mr. Wolf to approve the proposed New York State Construction Grant applications as presented, with New York State Education Department support totaling \$849,540, with anticipated Library cash capital and City matching funds of up to \$300,000, and total estimated construction costs of \$1,132,730, as well as approval of the appropriation of \$150,000 from the Library Fund Balance as cash capital for a portion of the required capital matching for the RPL project applications. THE MOTION PASSED UNANIMOUSLY.

**imagineYOU Artist Compilation Album Professional Services Agreement**

Dr. Reeves reported that plans call for Joshua Pettinger, owner and operator of Wicked Squid Studios, to work with teens to create an album of original music. She explained that the focus of the “Artist Compilation Album” would be to cultivate and train teen vocalists, musicians, and audio producers in music theory, sound design and engineering in the imagineYOU media lab. She noted that the outcome of the project will provide teens with a CD and digital download of their work in a fully produced and mastered compilation of their music. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve the proposed professional services agreement with Wicked Squid Studios as described for a total amount not to exceed \$4,500. THE MOTION PASSED UNANIMOUSLY.

**2016-2017 FFRPL Annual Campaign Proceeds Allocation**

Ms. Harrison reported that \$237,150.61 had been raised through the successful July 1, 2016 to June 30, 2017 annual campaign. She reviewed the recommended allocation shown in the Director’s Report that was based on the RPL’s joint fundraising agreement with the Friends and Foundation of RPL, noting that this was the first year that an inflationary increase had been applied, resulting in a slight shift in amounts:

Distribution of net proceeds:

Rochester Public Library for books, materials and programs	\$ 75,000
The Friends and Foundation of the Rochester Public Library	65,093
Campaign Direct Costs	44,669

Restricted gifts and additional library allocation:

Donor Restricted funds for Library use	33,556
Restricted gifts to endowment funds	4,005
Funds for donor recognition author event	8,000
Gifts designated for special Library programs	<u>6,828</u>

Total \$237,151

Following brief discussion, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Gardner to approve the 2016 – 2017 annual campaign earnings allocation as presented. THE MOTION PASSED UNANIMIOUSLY.

**Reports**

**MCLS Board of Trustees**

Mr. Lovenheim reported that at its last meeting, the MCLS Board had approved submission of a Capital Improvement Program request for the 2019 -2024 cycle; approved submission of applications for the New York State Construction Grant program; and wished Henrietta Public Library well in its upcoming bond issue vote in connection with its proposed new facility.

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

Mr. Davis was delighted to report that even before the first batch of letters was mailed, approximately \$13,000 had already been received in support of the 2017 – 2018 Annual Campaign. He announced a new matching gift challenge, modeled on last spring’s Books Sandwiched-In challenge. He explained that at the recent Library Retirees’ Luncheon, a Retirees’ Challenge was issued, where FFRPL board and staff would match the first \$1,000 contributed by RPL-MCLS retirees. He added that these funds would support expanding digital content from Overdrive, and invited all present to contribute to matching the retirees’ donations. Mr. Davis further reported that thanks to a leadership gift from Mr. Wolf and his wife, Holly, as well as a delightful gift from a beloved retired RPL employee, \$16,500 had been received thus far this fiscal year in support of the *From Collections to Community* capital campaign. He updated trustees on programming, noting that the fall season of Books Sandwiched-In was underway, with two successful programs already completed. He added that the Central Library was again an official Fringe Festival venue; proceeds from the two ticketed programs, Rundel River to Roof Tours and Spooky Stories in the Stacks totaled approximately \$,1500.

Mr. Davis invited all to support (either by running/walking or pledging at crowdrise.com) the “Run for RPL” Team in the upcoming George Eastman Museum 5k Photo Finish Race. He explained that last year, over \$3,200 was raised in support of the RPL Digital Initiatives Fund. Mr. Davis announced that Susan Lusignan had started in the position of FFRPL Director of Marketing & Program Development; Rebecca Fuss is now FFRPL’s Director of Advancement; and Holly Hammond, long-time office volunteer, has started in the role of full-time Database Administrator. “FFRPL is now an even more unstoppable force of awesomeness for the Library.”

**Rochester Regional Library Council**

Mr. Wolf reported that the Laura Osterhout, an internal candidate, had been named the new Executive Director and is scheduled to start in early October.

### **Director's Report**

Ms. Uttaro passed around the table a card from former RPL Trustee, Judy Hall, who is currently living in Seattle, WA; along with the card, was an article featuring the 10,000 windows to be washed at the library there. Ms. Uttaro reminded trustees of the RPL Staff Day on October 13, beginning at 8 a.m., noting that all were welcome to attend. She reviewed the day's agenda, which will include – among many other activities - a photo of all staff to be taken on the front steps of the Rundel Memorial Building (weather permitting), the Director's year in review report, staff recognition awards, and a presentation on Library Sustainability. Ms. Uttaro added that on Saturday, October 14, portions of this program would be presented at the MCLS Trustee Symposium to be held at the Central Library from 9 a.m. – 12 noon. She also encouraged all to attend the annual Legislative Thank You Breakfast scheduled for October 27 beginning at 8:30 a.m. at the Henrietta Public Library. She responded to questions from trustees, and announced that the new RPL web site would be unveiled on RPL Staff Day. She added that the new logo would be featured on the web site, and rolled out across all media, including business cards, etc.

### **Branch Libraries**

Dr. Reeves reported that she had been selected to participate in an African American Leadership Development program through the United Way of Greater Rochester, adding that she had found this to be a truly awesome opportunity. She further reported that she had met with Dr. Leonard Brock, Director of the Rochester-Monroe Anti-Poverty Initiative to explore how the libraries may better align with this important initiative. She briefly reported on the many programs and activities at the branch libraries, and responded to questions. She invited all to attend the unveiling of a new mural at the Arnett Branch Library on October 28 at 1 p.m. Dr. Reeves further reported that progress is underway in developing the Branch Library Facilities and Operations Plan; she explained that the two Area Coordinators, plus two Site Supervisors had been identified to work on this initiative. Ms. Uttaro added that it would be very helpful to also have two trustees involved in this effort, particularly in working with community stakeholders in developing this plan. Mr. Hamilton invited trustees to volunteer; Ms. Baynes and Mr. Lovenheim offered to participate.

Ms. Uttaro called attention to the Branch Library statistical reports, noting that she was pleased to see increases in key indicators at several branches. She explained that Dr. Reeves was working closely with Site Supervisors to identify approaches to serve patrons even more effectively, resulting in increases in selected metrics. There was extended discussion regarding the challenge at the system level in determining how much to invest in e-content vs traditional print materials; Ms. Uttaro noted that several approaches were being explored that may potentially help reduce e-materials costs. She explained that, for example, when patrons place items on hold, they are automatically checked out to those patrons when the items become available. She further explained that in these instances, it may be the case that some or all of these patrons are no longer interested in the requested materials, or have accessed the same materials via alternative sources; and yet the library is charged for each item checked out. She added that another approach under consideration is limiting the number of holds that patrons may have on their accounts at one time.

### **Other Business**

Mr. Hamilton called attention to the "Recommended Reading" section of the Director's Report, and thanked Ms. Uttaro for developing these monthly lists.

### **Adjournment**

A MOTION WAS MADE BY Ms. Baynes AND SECONDED BY Mr. Lovenheim to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 9:40 a.m.

Respectfully submitted,  
Sharon Salluzzo, Secretary