Monroe County Library System  
Meeting of the Board of Trustees  
Rundel Memorial Building Board Room  
Minutes  
November 20, 2017

Trustees Present: Brandt, D’Aurizio, Knapp, Shelly, Stockman, Thompson, Wolf  
Trustees Excused: Guttmacher, Lovenheim  
Staff and Guests: Monroe County Law Department representative, Donald Crumb; Staff members Davis, Harrison, Reeves, Snow, 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. Wolf called the meeting to order at 12:15 p.m., and welcomed trustees and guests.

Action Items

Meeting Minutes  
A MOTION WAS MADE BY Dr. Knapp AND SECONDED BY Ms. Shelly to approve the minutes of the October 16, 2017 meeting (Documents Book). THE MOTION PASSED with six in favor and one abstention (Ms. D’Aurizio).

Claims  
Ms. Harrison called attention to the financial Claims dated October 6, 10 and 20; November 3 and 6, 2017 included with the packet, reviewed highlights, and responded to questions (Documents Book). Following brief discussion, A MOTION WAS MADE BY Ms. D’Aurizio AND SECONDED BY Ms. Stockman to approve the Claims as presented. THE MOTION PASSED UNANIMOUSLY.

MCLS Nominating Committee Recommendations  
Ms. Thompson called attention to the Director’s Report and the resumes of trustee candidates recommended by the Nominating Committee (Documents Book). She expressed thanks to Mr. Brandt and Mr. Wolf for their recommendations. Following discussion, A MOTION WAS MADE BY Mr. Brandt and SECONDED BY Dr. Knapp to approve the appointment of William Yust to fulfill the unexpired trustee term expiring in June, 2020, in accordance with New York State Education Law. THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE BY Ms. Thompson AND SECONDED BY Ms. Stockman to forward the candidacy of Christopher Corcoran to the Monroe County Executive’s office for consideration of recommending to the Monroe County Legislature his appointment to the MCLS Board for a full five-year term. THE MOTION PASSED UNANIMOUSLY.

Town Library Liaison 2018-20 Professional Services Agreement  
Ms. Uttaro reported that this would have been the last MCLS Board meeting for Ms. Gilbert in the MCLS Town Library Liaison role, as her term expires December 31, 2017; due to a death in her family, she was unable to attend today’s meeting. Ms. Uttaro further reported that the MCLS Directors’ Council had elected Penfield Library Director, Bernadette Brinkman to succeed Ms. Gilbert. She reminded trustees that per the MCLS Document of Understanding, the Town Library Liaison represents the town directors on the MCLS-RPL Management Team, and has historically served as the chair of the System Services Operations Committee prior to serving as MCLS liaison. Ms. Brinkman’s term as Town Library Liaison will be from January, 2018 through December, 2020. Ms. Uttaro referred to the Director’s Report for a
summary of expectations for the position (Documents Book). She added that the Penfield Public Library Board of Trustees is scheduled to authorize Ms. Brinkman’s activities as Town Library Liaison at its December, 2017 board meeting. Following brief discussion, A MOTION WAS MADE BY Ms. Thompson AND SECONDED BY Ms. D’Aurizio to authorize entering a contract with Bernadette Brinkman for work as the MCLS Town Library Liaison from 2018 through 2020 for a total cost not to exceed $48,000, as presented. THE MOTION PASSED UNANIMOUSLY.

**2018 MCLS Board Meeting Schedule**

Ms. Uttaro called attention to the proposed 2018 MCLS Board meeting schedule listed in the Director’s Report (Documents Book). There was consensus around holding two meetings at town libraries, as had been done in 2017; there was further consensus reached that site selection should not be limited to those more centrally located (for example, interest was expressed in visiting Hamlin Public Library after a new director is on board). Following discussion, A MOTION WAS MADE BY Ms. D’Aurizio AND SECONDED BY Ms. Shelly to approve the proposed 2018 MCLS Board meeting schedule as presented. THE MOTION PASSED UNANIMOUSLY.

**MCLS Document of Understanding Three-Year Agreement, 2018-2020**

Ms. Uttaro reported that the revised MCLS Document of Understanding that was developed by the RPL-MCLS Management Team in consultation with MCLS member library directors had been endorsed by the MCLS Directors’ Council, and all member libraries have approved the document along with its appendices. She explained that this agreement will govern the relationship between the MCLS and its member libraries, and sets forth expectation for the System and its members in resource sharing, technology, and governance. Following discussion, A MOTION WAS MADE BY Dr. Knapp AND SECONDED BY Ms. D’Aurizio to approve the 2018-2020 MCLS Document of Understanding, including appendices, as presented. THE MOTION PASSED UNANIMOUSLY.

**Report Items**

**MCLS Liaison to RPL Board**

Mr. Wolf reported that the RPL Board had met at the Arnett Branch Library, and heard a report from representatives of the Central Library’s Health Central, and Library Resource Outreach Center, which provides services for homeless visitors. Mr. Wolf briefly described the proposed Capital Improvement Project to repair and renovate the Rundel Memorial Building’s north terrace, with a projected total cost of approximately $7.8 million. In response to questions, Ms. Uttaro explained that this was the final phase of a project begun in 2008 to repair the infrastructure beneath the Rundel Memorial Building and the terraces. She added that there was some support among some key stakeholders for the concept of re-watering Broad Street, and exploration of this proposal had resulted in project delays, and cost increases. Ms. Uttaro noted that since 2008, erosion and exposure to the elements had contributed to further deterioration which has resulted in the closure of the terrace due to safety concerns. Ms. Uttaro and Ms. Harrison described the optional approaches, and summarized advantages of the selected concept. During extended discussion, there was consensus around expressing formal support by the MCLS Board for the selected option currently under design by LaBella Associates and Bayer Landscape Architecture, and A MOTION WAS MADE BY Dr. Knapp AND SECONDED BY Ms. Stockman to endorse the selected plan for repairing the infrastructure as well as new development of the north Rundel terrace for public engagement and use, as described, and as approved by the RPL Board at its October, 2017 meeting. THE MOTION PASSED UNANIMOUSLY.

**Friends and Foundation of Rochester Public Library**

Mr. Davis reported that approximately $65,000 had been received since July 1 in support of the 2017-2018 Annual Campaign; and $1,200 in Retirees’ Challenge gifts had been received and matched with an additional $1,200 from trustees, designated for additional digital content from Overdrive. He explained that
the Annual Campaign mailing list had been expanded to include donors who have not given a gift in the last 10 years, and that a short survey was included with the mailing. Mr. Davis reported that included in the several hundred survey responses received thus far was a note from a former RPL employee who had been a Temporary Assistant Director in 1965, and had worked with Harold Hacker in analyzing fines and fees. He explained that this data analysis showed that approximately 50% of the Central Library’s circulation at the time was due to borrowing by County residents living outside the city limits, which ultimately contributed to development of the 1968 agreement between the County and City regarding funding of the Central Library.

Mr. Davis announced that Ms. Fuss, FFRPL’s Director of Advancement, had recently assumed the role of President of the New York Library Association’s Friends of Libraries section; congratulations to her! He further announced that the New York State Regents Advisory Council on Libraries had awarded the 2017 Joseph Shubert Library Excellence Award to RPL in recognition of its fines elimination pilot program for children’s and young adult materials. He added that Ms. Uttaro had donated the $1,000 prize to the Harold Hacker Fund for the Advancement of Libraries.

Reporting on last week’s Publishers’ Circle Library Celebration Dinner, Mr. Davis noted that everyone was very pleased to be back in the Rundel Memorial Building’s Harold Hacker Hall, following completion of the renovations. He added that the keynote speaker, Pulitzer Prize-winning Washington Post reporter, Amy Goldstein, formerly of Henrietta, NY, and author of Janesville: an American Story, had been very well received. Mr. Davis reported that this year’s winner of the Harold Hacker Library Lifetime Achievement Award was recently retired Executive Director of the Rochester Regional Library Council, Kathy Miller. He added that she had given a beautiful talk about her long friendship with Harold Hacker, as well as her admiration for his professional accomplishments and personal characteristics, including his thoughtfulness and sense of fun.

Mr. Davis announced that the United Way’s Roc the Day was scheduled for November 28, and encouraged all to consider giving a gift online at www.roctheday.org/FFRPL; stay tuned for e-mail reminders.

**Rochester Regional Library Council**

Dr. Knapp noted that the last board meeting had been the first with Ms. Osterhout in the role of Executive Director. He reported that the board had accepted the annual financial audit report, and approved the New York State annual report, as well as a proposal to hire a full-time Digital Initiatives Librarian. He noted that the Ask A Lawyer pilot program was going very well, and would be expanded. Dr. Knapp further reported on the annual Legislative Thank You Breakfast held at the Henrietta Public Library, adding that there had been a very good turnout.

**Director’s Report**

Ms. Uttaro offered to respond to any questions regarding her written report, and invited trustees to consider speaking at the December 12 Monroe County Legislature meeting. She described the process, and there was discussion around trustees speaking in support of funding for the Central Library in the County budget at the December, 2017 and January, 2018 County Legislature meetings. Mr. Brandt commended Steve Nash (librarian in the Science & History Division) for his excellent work in the area of veterans. Ms. Uttaro updated trustees on the status of a system-wide barring of a patron, noting that she was in communication with representatives from the Monroe County Sheriff’s office, the Rochester Police Department, and the Gates Police Department, as well as the Monroe County Law Department regarding the situation.

**Town Libraries**

Ms. Uttaro offered to respond to any questions on Ms. Gilbert’s written report. Following an inquiry regarding “people counters,” there was extended discussion concerning the challenge of capturing accurate information on the numbers of people visiting, which led to broader discussion regarding the
need for metrics that more accurately reflect what is actually happening in public libraries. Ms. Uttaro described several anecdotes in which staff analysis of borrowing patterns to determine what people are most interested in borrowing, together with the redesigning displays of library materials, have recently resulted in increased circulation at some sites. Ms. Uttaro invited trustees who are also members of town library boards to continue this discussion with town library trustees.

**Central Library**
Dr. Reeves reported that this year’s Greater Rochester Teen Read Week featured author Paul Griffin, who led an after school event at the Central Library that attracted both teens and literacy professionals. She explained that Griffin’s presentation was intense, encouraging teens to “find their story.” She added that this resonated with the audience, and Griffin generously shared personal stories and photos, and teens reciprocated with personal confidences of their own. She briefly described other local programs featuring this author. Dr. Reeves reported that she was working with Andre Harper of Head Start, most recently, exploring ways to more effectively engage parents of pre-kindergarten students.

**Other Business**
Mr. Brandt shared for consideration a promotional piece featuring one of the member libraries’ friends groups that had been included with one of the commercial weekly coupon mailings; it was passed around the table and received positive comments.

**Adjournment**
The meeting was adjourned by consensus at 1:25 p.m..

Respectfully submitted,

Patricia Uttaro, Secretary