

**Monroe County Library System  
Meeting of the Board of Trustees  
Irondequoit Public Library  
Minutes  
May 21, 2018**

**Trustees Present:** Corcoran, D'Aurizio, Knapp, Lovenheim, Shelly, Stockman, Thompson, Wolf, Yust  
**Trustees Excused:** Brandt, Guttmacher  
**Staff and Guests:** Friends of the Irondequoit Public Library President, Terri Dalton; Staff members Brinkman, Davis, Harrison, Reeves, Snow, Uttaro, Boldt

**Call to Order**

Mr. Wolf called the meeting to order at 12:15 p.m., and welcomed trustees and guests.

**Public Comments**

There were no members of the public who wished to address the board at this time.

***Action Items***

**Meeting Minutes**

A MOTION WAS MADE BY Ms. D'Aurizio AND SECONDED BY Ms. Thompson to approve the minutes of the April 16, 2018 meeting (Documents Book). THE MOTION PASSED UNANIMOUSLY.

**Claims**

Ms. Harrison called attention to the financial Claims dated April 6, 20 and 23; and May 4 and 7, 2018, included with the packet (Documents Book). She reviewed highlights and responded to questions, noting that she was still receiving information regarding member libraries' "bullet aid" from the New York State Legislature. She explained that due to the timing of their award last year, East Rochester Public Library's bullet aid had been awarded separately from the other libraries' aid. Following discussion, A MOTION WAS MADE BY Dr. Knapp AND SECONDED BY Ms. D'Aurizio to approve the Claims as presented. THE MOTION PASSED UNANIMOUSLY.

**Proposed 2019 MCLS Budget**

Ms. Harrison called attention to the Proposed 2019 MCLS Budget document included with the packet, and to the MCLS 2018 Budget Outputs document distributed at the meeting (Documents Book – May 2018). She reviewed expense and revenue highlights with trustees, noting that 2019 will be the last year of the current five-year E-rate Category 2 cycle; information regarding a subsequent follow-on program has not yet been announced. Ms. Harrison reported that since news of the increase in New York State Aid had only been confirmed in April, plans call for future discussions with the MCLS Directors' Council regarding allocation of these funds. Mr. Corcoran arrived during this discussion. Ms. Harrison reviewed background and the current MCLS Fund Balance Policy. She explained that the initial board-approved proposal to transfer \$70,000 from the MCLS Fund Balance to the MCLS Automation Trust Fund during the budget year would have required action by the Monroe County Legislature; the County has requested that replenishment of the Trust Fund or use of the MCLS Fund Balance for expenses occur as part of the annual budget process. As a result, it is recommended to incorporate MCLS Fund Balance use for purchase of a core switch and filtering equipment replacements, a non-routinely recurring IT expense. Ms. D'Aurizio commended Ms. Harrison, Ms. Root (Library Finance Office), and other staff who participated in developing this budget for their phenomenal work. Mr. Lovenheim arrived at this time. Calling attention to the proposed expenditure of funds for e-content included in the budget, Mr. Lovenheim expressed concern that some member libraries have opted to limit access to some e-content they have purchased, rather than making it available to all MCLS cardholders. Ms. Uttaro noted that she

understood the decision by some member libraries to opt into this optional program (“Advantage Plus”) offered by MCLS’s primary e-content vendor, pointing out that it optimally benefits patrons of these specific libraries (with shorter wait times for popular items, etc., as reported anecdotally). However, she added that she believes that MCLS investing in e-content that is accessible system-wide helps to benefit patrons of libraries not participating in the “Advantage Plus” program, particularly the smaller member libraries, who are unable to afford to purchase as much e-content as some of the larger libraries at this time. She added that RPL continues to allow its e-content to be shared system-wide. Following further discussion, A MOTION WAS MADE BY Ms. Shelly AND SECONDED BY Dr. Knapp to approve the proposed MCLS budget as presented. THE MOTION PASSED UNANIMOUSLY.

### **2018-19 Central Library Budget Amendments**

Ms. Harrison reported that since the MCLS and RPL Boards approved the 2018-19 Central Library budget in February, the New York State budget had passed, containing a restoration of the Governor’s proposed 4% reduction in aid to public libraries, plus an additional 1% increase over 2017 levels. She noted that the amended Central Library budget included with the packet reflects this increase in state funding (Documents Book). Ms. Harrison reviewed changes from the budget approved in February, including removal of the estimated \$19,000 in revenue from a café operator. She explained that there is not a viable candidate for lease of the café space at this time. Ms. Uttaro noted that the downtown area has changed considerably over the last few years, and there is other appealing space available to restaurateurs interested in locating nearby. She and Ms. Harrison briefly discussed alternative options being explored, adding that the library is also working with a real estate broker to identify a qualified lease candidate. Ms. Harrison noted that some staffing title changes and transfers would become effective on July 1, and no layoffs were planned. She responded to questions and following discussion, A MOTION WAS MADE BY Ms. Thompson AND SECONDED BY Dr. Knapp to approve the amended 2018-19 Central Library budget as presented. THE MOTION PASSED UNANIMOUSLY.

### **Central Library Development Aid FY19**

Ms. Harrison called attention to the proposed Central Library Development Aid spending plan for fiscal year 2019 included with the packet (Documents Book). She noted that the increase in New York State aid was reflected, and briefly reviewed items included in the plan. Following brief discussion, A MOTION WAS MADE BY Ms. D’Aurizio AND SECONDED BY Mr. Lovenheim to approve the Central Library Development Aid budget for the 2018-19 budget cycle. THE MOTION PASSED UNANIMOUSLY.

### **2017 MCLS Annual Report to New York State**

Ms. Snow called attention to the 2017 MCLS Annual Report to New York State summary included in the Director’s Report (Documents Book). She noted that since several member library reports were still pending, system activity statistics would be shared at this board’s next meeting. She briefly reviewed highlights from the report, and responded to questions. Following brief discussion, A MOTION WAS MADE BY Ms. Thompson AND SECONDED BY Ms. Stockman to approve the 2017 MCLS Annual Report to New York State for submission to the New York State Education Department’s Division of Library Development. THE MOTION PASSED UNANIMOUSLY.

### **Professional Services Agreement with Seymour Public Library Director**

Ms. Uttaro reported on the recommendation that Carl Gouveia, Director of Seymour Public Library, attend The Library Corporation’s CARL Users’ Conference in St. Louis, Missouri from November 4 – 7, 2018. She noted that as Chair of the MCLS System Services and Operations Committee, Mr. Gouveia would work with MCLS staff to review relevant issues, and at the conference, would advocate for TLC-CARL development priorities based upon identified local interest areas. Ms. Uttaro explained that in order to reimburse Mr. Gouveia for travel through the County process, a professional services agreement was

necessary. A MOTION WAS MADE BY Dr. Knapp AND SECONDED BY Mr. Yust to approve the proposed professional services agreement with Carl Gouveia to cover direct expenses at the TLC-CARL Users' Conference in Missouri for a total amount not to exceed \$1,200, as presented. THE MOTION PASSED UNANIMOUSLY.

### ***Report Items***

#### **MCLS Liaison to RPL Board**

Mr. Wolf reported that at its April meeting, the RPL Board of Trustees had approved the following: an agreement with Freed Maxick CPAs, P.C., for independent audit and tax preparation services; an amended professional services agreement with Tele Data Com for network cabling assessments, furnishing, and installation services; and an amended professional services agreement with Tri-Delta Resources for server upgrade. He further reported that the RPL Board had accepted a \$1,000 grant from the American Library Association and the National Endowment for the Humanities Gilder Lehrman Institute of American History to support the program *Revisiting the Founding Era*. Mr. Wolf added that the RPL Board had also approved closing the Rundel Memorial Building early (5 p.m.) on November 8 to facilitate hosting a New York Library Association annual conference event, *Author! Author!*

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

Mr. Davis reported that proceeds from the 2017-2018 Annual Campaign currently total approximately \$216,000 toward the \$235,000 goal, which is slightly ahead of last year at this time (the home stretch). He noted that the Spring Books Sandwiched-In series has ended, and the presentations have been archived on You Tube. He further reported on the recent Sokol High School Literary Awards presentation and reception, responded to questions, and offered copies of compilations of winning entries. Mr. Davis and Ms. Snow reported on the “May the 4<sup>th</sup> Be With You” event held at the Central Library from 9 p.m. until midnight, featuring many *Star Wars*-themed activities. He noted that with 165 tickets sold, considering this was the first of a series of *Libraries After Dark* events, the team determined the event achieved the goal of appealing to the 21 – 40 year-old age group. Mr. Davis added, however, that he had also been impressed by the wide diversity of attendees across many demographic categories. Ms. Uttaro added that in the event evaluation comments, several attendees noted that they were pleased to see the library focusing on young adults over 21, as historically, libraries have typically offered programs targeting senior adults and young children. Noting that this pilot series is supported by a grant from the Harold Hacker Fund for the Advancement of Libraries with matching funds from the FFRPL, Mr. Davis highlighted future events planned for the *Libraries After Dark* series: August 10 at the Henrietta Public Library (*Game of Thrones*-themed); in September at the Central Library in connection with the Fringe Festival; and October 27 at the Gates Public Library (Monster's Ball-themed). He announced that a FFRPL Donor Luncheon with the Library Director was planned for June 13, noting that in addition to Ms. Uttaro, featured speakers would include representatives from the Local History & Genealogy Division, the Children's Center and the Business and Social Science Division.

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

Dr. Knapp reported that at their last meeting, trustees had discussed social justice in public libraries, following a presentation on the topic that provoked thoughtful dialogue. He added that the 2018 – 2019 RRLC budget had been approved, and that the board's Finance Committee was reviewing its investment policies. Dr. Knapp further reported that he was honored to have been nominated to serve as RRLC Board President, with the election scheduled to take place at the RRLC Annual Meeting on June 7 at Casa Larga Vineyards. Ms. Uttaro invited trustees interested in attending to please contact her office following the meeting. She noted that the 2018 Library of the Year winners would be officially announced at that time, and would include Irondequoit Public Library - Public Library of the Year, and Phillis Wheatley Branch

Library - Honorable Mention.

### **Director's Report**

Ms. Uttaro thanked trustees for their prompt responses regarding closure of the Central Library on Saturday, May 19 due to surrounding street closures for the Twilight Criterium. She noted that in prior years, this event had been held in August, when the Central Library is already closed on weekends. She described issues recently encountered with some Civil Service tests, including inconsistent scoring and arithmetic errors in scoring not being corrected by the testing authority. She explained that she had been advised to visit Albany to address these issues in person with Civil Service officials; she plans to invite MCLS member library directors whose staff have encountered similar issues to accompany her. She added that she has learned that these issues have surfaced across New York State, and are not unique to this region. She responded to questions, and noted that although MCLS itself is not a Civil Service appointing authority, trustees of appointing authorities (member libraries) would be welcome to join the group visiting Albany.

Ms. Uttaro reported that she had been invited by WXXI to attend a New York State Broadcasters Association Awards luncheon. She explained that to her delight, the Central Library and WXXI received an *Excellence in Broadcasting and Community Partnerships* award in recognition of the Be My Neighbor Day, featuring Daniel Tiger that was held at the Central Library last year; the event drew over 3,500 visitors in a single day. She added that she subsequently presented the award, a crystal cup, to Tonia Burton (Central Children's Center), who had been the driving force behind the event's success at the Central Library.

### **Town Libraries**

Ms. Brinkman offered her congratulations to the trustees and staff of Irondequoit Public Library, today's meeting hosts, on their recognition as RRLC's 2018 Library of the Year. Calling attention to her written report, she noted a correction: it was actually the *Westside News* that ran excellent coverage of Seymour Library and its Director, Carl Gouveia. Ms. Brinkman highlighted Webster Public Library's partnership with the Friends of Webster Trails to establish a new trail in the Hickory Bark woods directly behind the library. She noted that a small outdoor performance space will be created to allow the library to expand its programming to outdoor offerings.

### **MCLS Services**

Ms. Snow offered to respond to any questions on her written report (Documents Book). Dr. Knapp remarked on the Reynolds Media Center's circulation accounting for 58% of the Central Library's total circulation. There was discussion regarding Hoopla, a digital media service offered through the Reynolds Media Center that allows City residents to borrow movies, music, audiobooks, e-books, and TV shows via computer, tablet, or phone; titles can be streamed or downloaded for later use. In response to a question, Ms. Snow noted that a few of the town libraries offer this service, as well. There was brief discussion of the MCLS Mentoring Program. Ms. Uttaro noted that the program was initiated by Seymour Library Director, Carl Gouveia, and was very successful and worthwhile; she added that she was currently serving as a mentor to one of the newer town directors.

### **Central Library Reports**

In response to a question, Ms. Snow explained that the mobile dental unit visits to the Central Library sprang from Library Resource Outreach Center customer needs, noting that the vehicle parks near the library and welcomes an underserved population. She further noted that "Nurse Barb's" scheduled time on site has been extremely helpful; in addition to offering several basic health screenings, which have identified some individuals who needed further medical assistance, she has also been very helpful in dealing with overdose situations.

Dr. Reeves offered to respond to any questions on her written report (Documents Book). She reported on a recent increase in visits by homeschoolers to the Central Library. She further reported that MCLS was acknowledged in *Children & Libraries*, the Association for Library Services to Children's national journal with a cover photo and article. She added that MCLS and RPL had been featured in an article focusing on the New York State Ready to Read at New York Libraries Initiative for the trainings conducted by Tonia Burton (Central Children's Center) and Anne Hicks (Fairport Public Library) highlighting the accomplishments of the Flower City AmeriCorps members working with the *Raising a Reader* program. She reported on other programs and activities in the Children's Center, and invited everyone to Teen Central's first year anniversary celebration on May 24 beginning at 3:30 p.m. She noted that Senator Joe Robach; Mike Barry, representing the Monroe County Youth Bureau; and Mayor Warren were scheduled to attend. Dr. Reeves added that over 15,000 young people have been served during the first year of Teen Central's operation in its current space.

### **Other Business**

Ms. Stockman reminded trustees of the informal gathering scheduled for May 29 at the Penfield Public Library, noting that this would be an excellent opportunity to meet trustees from other MCLS libraries in a casual setting. Ms. Snow added that during focus group meetings held in connection with developing the MCLS Strategic Plan, some interest had been expressed in reviving the Trustee Council.

Mr. Wolf expressed thanks for Irondequoit Public Library's hosting today's meeting. Ms. D'Aurizio offered to lead a tour for trustees and staff who had expressed interest in learning about the new facility.

### **Adjournment**

The meeting was adjourned by consensus at 1:40 p.m.

Respectfully submitted,

Patricia Uttaro, Secretary