



**Meeting of the Board of Trustees  
Ogden Farmers' Library, Spencerport, NY 14559  
September 17, 2018  
Approved Minutes**

**Trustees Present:** G. Brandt, C. Corcoran, M. D'Aurizio, P. Knapp, M. Shelly, S. Stockman, M. Thompson, G. Wolf, W. Yust

**Trustees Excused:** L. Guttmacher, J. Lovenheim

**Staff and Guests:** Liaison B. Granville, Staff members B. Brinkman, J. Cohen, B. Harrison, T. Reeves, S. Snow, P. Uttaro, D. Mansour

**Call to Order**

Ms. D'Aurizio called the meeting to order at 12:15 p.m., and welcomed trustees and guests. She introduced John Cohen, Director at the Ogden Farmers' Library and thanked him for hosting the meeting. Mr. Cohen offered a brief synopsis of the library history and current programming. Trustee Knapp announced that he had received his first library card from the Ogden Farmers' Library back in 1955. Mr. Cohen excused himself from the meeting to attend to the library functions.

**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 Mr. Wolf AND SECONDED BY Ms. Thompson to approve the minutes of the August 20, 2018, meeting as presented (Documents Book). THE MOTION PASSED UNANIMOUSLY.

**Claims**

Ms. Harrison called attention to the financial Claims dated August and September 2018, included with the packet (Documents Book). She highlighted the Empire Passes for discounts to New York State Parks and explained that they have been very popular. Ms. D'Aurizio asked about the vendor for the Lenovo Thinkpad. Ms. Harrison explained that this vendor is a NYS reseller and we get NYS pricing. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Yust to approve the Claims as presented. THE MOTION PASSED UNANIMOUSLY.

**Monroe County Capital Improvement Program (CIP) 2020-2025 Request**

Ms. Harrison called attention to the description in the Director's Report, noting that this request contains no proposed changes in the 2019-2024 allocations from the last submission. (Documents Book). She reminded everyone that when the Integrated Library System (ILS) went to a hosted environment we removed about \$100,000 in total from the cyclical replacement cycles because with a hosted

environment we do not need to maintain the same physical server infrastructure on premise. The 2019 approved budget includes \$100,000 for ongoing support of system network infrastructure and the data center. The proposed cycle includes \$100,000 for ongoing support in 2020 and 2021, \$190,000 to replace computers in 2022, \$150,000 for projected telecommunications infrastructure and Automation System upgrades in 2023, \$180,000 to replace Central computers in 2024, and \$100,000 for ongoing support in 2025. A MOTION WAS MADE BY Mr. Knapp AND SECONDED BY Mr. Corcoran to approve the 2020 - 2025 Capital Improvement Program cycle as presented. THE MOTION PASSED UNANIMOUSLY.

### **New York State Construction Grant Applications**

Ms. Snow highlighted the items as listed in the Director's Report (Documents Book). New York State has allocated the amount of \$1,374,901 to the Monroe County Library System from the \$34 million Library Construction Grant program. Applications were reviewed by a committee and the recommendations are as follows:

- Henrietta Public Library – HVAC, lighting, generator, masonry, and roofing for a new 36,000 sq. ft. facility. Award of \$1,055,837 with 50% match. Total project cost \$2,111,674.
- Parma Public Library – Total tear off and replacement of roof. Award \$50,000 with 50% match. Total project cost \$100,000.
- Rochester Public Library – Structural terrace improvements for Rundel Library. Award of \$269,064 with 25% match. Total project cost \$6,943,000.

After a brief discussion of where the matching funds come from and the current status of construction at the new Henrietta library, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Brandt to approve the recommended construction grant awards to member libraries. THE MOTION PASSED with Ms. Martina recusing herself from the vote.

### ***Discussion Items***

#### **Library Trustee Association (LTA) Newsletter**

Ms. D'Aurizio distributed the summer 2018, edition of the LTA Newsletter to the Trustees. Ms. Uttaro explained that the Association asked system directors to distribute the newsletters for them rather than mailing individually to each trustee in an effort to save money. LTA is undergoing some changes and may become a section of the New York Library Association (NYLA).

#### **MCLS Board Committee Assignments**

Ms. Uttaro drew everyone's attention to the 2017-18 Committee Assignments (Document's Book). She passed her copy of the document around for members to indicate their interest in one or more committees. She reminded the Board that her contract with MCLS is up at the end of 2018, and the Personnel Committee will need to renegotiate that and will need to complete an evaluation of her performance. Next, she noted that Mr. Granville brought to her attention the need for the Board to establish some kind of policy in regards to general guidelines to be followed by members of the public who wish to address the Board. After a brief description by Mr. Granville and a discussion it was agreed that the Board will address creating an official policy or by-law and will ensure it complies with all open meeting laws.

## **Report Items**

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

Mr. Wolf reported that on August 29, the RPL Board approved the allocations of the 2017-2018 Annual Campaign Funds. Additionally, he reported the approval of the Rundel Terrace artist selection.

### **Friends and Foundation of RPL (FFRPL)**

Ms. Uttaro delivered the report on behalf of Mr. Davis. The 2018-19 annual campaign letters went out one week ago and garnered immediate returns. The amount raised to date is approximately \$22,000. The 63rd season of 'Books Sandwiched In' begins at 12:12 p.m. tomorrow in Kate Gleason Auditorium. There are two after-hours events this week co-sponsored by FFRPL with support from the Harold Hacker Fund for the Advancement of Libraries. The first is a Literary Mystery event at the Central Library on Wednesday from 6 – 8 p.m. and the second is the "Libraries After Dark Fringe Carnival" on Friday at the Central Library from 9:00 p.m. to Midnight. Lastly, Ms. Uttaro reported that Mr. Davis has been awarded the New York Library Association's 'Intellectual Freedom Award.'

### **Rochester Regional Library Council (RRLC)**

Dr. Knapp reported that the RRLC continues to have a Board vacancy for a member who would represent public institutions of higher education and they would appreciate any names being suggested. Additionally, he reported that the RRLC awarded tech grants to Nazareth, Parma Public Library, Perry Public Library, Pioneer Library System, Saint John Fisher College, Brian Sutton-Smith Library and Archives of Play at The Strong, and Webster Public Library. Many of these grants involve digitization of materials. Dr. Knapp offered to share more details of the specific grants with anyone who may be interested. Next he reported that a draft audit report looks good and should be finalized at the next RRLC meeting. There was also a report on the paid internship program and this new program appears to be going really well. Ms. Uttaro shared that the paid intern for the Rochester Public Library will be assigned to her and will work on cataloging and organizing a collection of materials that have been moved to the library by the International Sister Cities Committee of the City of Rochester. Dr. Knapp then reported that the RRLC is supporting an Inclusive Libraries Conference being hosted at The Strong on October 23. Lastly, he mentioned that the RRLC has a newly designed value report card to be provided to members that will highlight the value of their membership with RRLC. This is a redesign of a document that previously had gone out to members in the form of an Excel spreadsheet. Mr. Brandt asked for clarification on the profile of person the Board needs for the previously mentioned vacancy and Dr. Knapp stated that the person has traditionally been a non-librarian faculty member of a public university.

### **Director's Report**

Ms. Uttaro offered to answer any questions on the written report (Documents Book). Dr. Knapp asked about complaints that come in to Ms. Snow at the MCLS office and if there is any feedback received. Ms. Snow explained that when a patron calls into the Monroe County Library System Office, she discusses the matter with the Director of the library involved to get a better understanding of the issue. Ms. Snow will then speak to the patron and inform them that the system does not supervise the town Directors. If the patron is not satisfied with the resolution from that Director, their next step is to address the member library's Board. Ms. Snow will provide the patron with the resources to find the Board meeting schedule and the procedures for addressing the Board. The next question was about the security at the High Falls center. An incident occurred which resulted in a change of staffing, thanks to the recent transfer of Gabe

Pellegrino. Ms. Uttaro then reminded everyone that the High Falls Center will close permanently at the end of November 2018. Next, was a brief discussion on inclusion at libraries and helping staff in town libraries where poverty rates are lower to both understand the problems of poverty and the ways in which the libraries can address inclusion in communities with higher poverty rates. The next question came from Mr. Yust asking about the circulation report and why the numbers at the Maplewood Community Library have decreased more than other branches. Dr. Reeves explained that the branches are working on circulation issues in each location by focusing on what the communities are asking for. Ms. Uttaro added that the Maplewood community is also hit by the drop in refugees coming into Rochester. As refugees become settled and find employment, many move away from the neighborhood, and with the lack of new refugees, the community is suffering. Ms. Uttaro then announced that Tonia Burton has been selected to receive the Elliott Landsman Head Start Community Volunteer Award, from ABC Head Start. Tonia was also selected to receive an award from AmeriCorp as a significant mentor.

### **Town Libraries**

Ms. Brinkman offered to answer any questions on her written report (Documents Book). There were none.

### **MCLS Services**

Ms. Snow offered to respond to any questions on her written report (Documents Book). She reported that the next Libraries After Dark event is Friday, September 21, from 9:00 p.m. – Midnight. It will be a carnival themed event to tie in with the Rochester Fringe Festival. One of the activities will be a photo booth with vintage library props similar to getting an old-time western photo. The next Libraries After Dark event after that is the Monsters Ball at the Gates Public Library on October 27, from 9:00 - Midnight. She then reminded all that the Legislative Thank you Breakfast is being held at the Henrietta Public Library on Friday, October 26, at 8:30 a.m. She then brought everyone's attention to the new "Handbook for Library Trustees of New York State" that were distributed at the meeting. She asked that everyone take the time to review that handbook. At the last MCLS Directors Council meeting Sheriff Baxter came in to speak to the group. The barring policies for MCLS were discussed with the Sheriff and he requested that we help with educating the sheriff deputies on how the policy works and how the sheriff's department can help us. Ms. Snow will work on this with the Sheriff. Ms. Snow gave an event reminder for the Art of the Book event. The New York Library Association (NYLA) conference is happening during the exhibit and we have worked with NYLA to promote the event to the membership. We expect to see a significant number of NYLA conference attendees at the Art of the Book exhibit held between November 7, 2018 and January 9, 2019.

### **Central Library Reports**

Dr. Reeves offered to answer any questions on her written report. There were none.

**Other Business**

None.

**Adjournment**

The meeting was adjourned by consensus at 1:30 p.m.

Respectfully submitted,  
Patricia Uttaro, Secretary