



**Meeting of the Board of Trustees
Rundel Memorial Building, Board Room
September 17, 2018
DRAFT Minutes**

Trustees Present: C. Corcoran, M. D'Aurizio, L. Guttmacher, P. Knapp, J. Lovenheim, S. Stockman, M. Thompson, G. Wolf, W. Yust (quorum present)

Trustees Excused: G. Brandt, M. Shelly

Staff and Guests: FFRPL Liaison N. Davis. Staff members B. Brinkman, B. Harrison, S. Snow, D. Mansour

Call to Order

Ms. D'Aurizio called the meeting to order at 12:15 p.m., and welcomed trustees and guests. She advised the members she is working with Director Uttaro to develop a decorum policy regarding the public addressing the board, as requested at the last meeting.

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 Mr. Yust to approve the minutes of the September 15, 2018, meeting as presented (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Claims

Ms. Harrison called attention to the financial Claims dated September and October 2018, included with the packet (Documents Book) and offered to answer any questions. A MOTION WAS MADE BY Ms. Thompson AND SECONDED BY Dr. Guttmacher to approve the Claims as presented. THE MOTION PASSED UNANIMOUSLY.

2019 MCLS Board Meeting Schedule

The October date was questioned due to it being the fourth Monday rather than the third Monday of the month. It was clarified that the third Monday falls on a Jewish Holiday. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Dr. Knapp to approve the 2019 MCLS Board Meeting Schedule as presented. THE MOTION PASSED UNANIMOUSLY.

Disaster Recovery Backup Services Agreement

Ms. Harrison explained that we have been working with the vendor Tri-Delta Resources for some time now and this new agreement is a way to have an off-site back-up for our operating data. This is not a cloud storage option, but rather a hard site storage at Tri-Delta in Canandaigua, NY. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Yust to approve the agreement with Tri-Delta Resources, Inc. for the services and term described. Mr. Wolf posed a question asking if it was a conscious decision not to go to cloud storage. Ms. Harrison explained that several core operations (email, Integrated Library System) are cloud-based currently; but that this particular storage of operational data and the decision to go to hard data in a near-by town was based on the option to have access to the data and be able to physically work from a remote location in the event of a disaster at the Central Library. THE MOTION PASSED unanimously.

Discussion Items

MCLS Director's Contract

Ms. D'Aurizio shared with the Board that she is currently working on the new contract for Director Uttaro and that the contract will go through the Personnel Committee and then will be approved by the Board prior to execution. She is also working on Director Uttaro's evaluation and will work through the Personnel Committee to complete that as well.

Report Items

MCLS Liaison to RPL Board

Mr. Wolf did not attend the last meeting. Ms. Harrison reported that the RPL Board approved the application for state construction grant for the East Terrace Improvements Project.

Friends and Foundation of RPL (FFRPL)

Mr. Davis provided the following updates: The annual Campaign 2018-19 letters went out last month and since July 1, \$48,000 has been raised. Last week FFRPL and the MCLS Staff Association hosted the annual MCLS Retirees' Luncheon The 63rd season of Books Sandwiched In (BSI) is midway through and is great as always. There is no BSI tomorrow because KGA is in use by the Greater Rochester Teen Read, of which FFRPL is a co-sponsor of several years. The Books Sandwiched In is also live streamed on the Facebook pages of Central Library and FFRPL for those who cannot come in person. The FFRPL Facebook presence – has seen a 180% increase in total reach in the last 12 months: from 23,000 to nearly 65,000. FFRPL will be co-sponsoring the Maker Faire Rochester at the Convention Center on behalf of the Central Library, and has commissioned a special 'Airigami' project designed by Larry Moss. It will be a 12ft x 27ft book-themed balloon mural which community members will help build. After the Maker Faire Rochester event it will be hung in the Central Library's atrium. Upcoming events include a Coming Out Party/Chair & Table Dedication, where small plaques will be unveiled on the original wooden chairs and tables in Harold Hacker Hall, as a thank you to the \$1000+ donors to the Library's From Collections to Community Capital. This will take place on Wednesday, Nov 7, just before the opening reception of the 8th annual International Art of the Book Festival & Competition. One week later in Hacker Hall will be the annual Publishers' Circle Library Celebration Dinner for last year's top library donors, featuring, as keynote speaker, Pulitzer Prize-winning journalist and Brighton resident David Cay Johnston. The late and beloved Teen Librarian Stephanie Squicciarini will receive the Harold Hacker Library Lifetime Achievement Award, and MCLS President Mary

Joyce D’Aurizio will be one of the people talking about Stephanie and presenting the award to her husband Fred.

Rochester Regional Library Council (RRLC)

Dr. Knapp reported that RRLC had a clean audit report but it is not yet approved by their Board.

Director’s Report

Mr. Yust asked for more information on the meeting with Richard Reingold from WHEC. Ms. Snow explained that it was a simple introductory meeting as Mr. Reingold is new to Rochester. No action items or future plans came out of this meeting. Dr. Knapp asked for clarification on what entity is authoring the proposed new regulations for mandated library trustee training. Mr. Wolf clarified that the Public Library System Directors Organization of New York (PULISDO) is offering community responses regarding the regulations but the Division of Library Development will be authoring the final regulations.

Board Committees

Ms. Harrison asked Trustees to please look at the Committee sign-up from the last meeting and for those Trustees who were absent to please sign-up for at least one committee. The sheet then went to Ms. D’Aurizio, President, who will finalize assignments.

Town Libraries

Ms. Brinkman offered to answer any questions on her written report (Documents Book). Dr. Knapp asked for more information on the self-service checkout at the Pittsford Library. Ms. Harrison clarified that the technology is not new, but Pittsford is using a new vendor not previously used in the Monroe County Library System.

MCLS Services

Ms. Snow offered to answer questions on her written report. Mr. Corcoran asked for more information about the availability of Library Books in the County Jail. Ms. Snow explained that we donate paperback books and purchase magazine subscriptions for the jail. We don’t have any circulation numbers for the jail because they have their own internal library systems. She then brought everyone’s attention to the No Hit Email Request statistics on page 12. No hit emails occur when a book that has no catalog record is received at a town or branch library. The town or branch library will then send an email to Central Cataloging to create or download the record. This is a new data element in our statistical tracking and represents a significant amount of work.

Central Library Reports

Dr. Knapp commented that he was very impressed with the abundance of good works highlighted in the Central Library Report. A brief discussion occurred where several Trustees commented on their favorite highlights from the report.

Other Business

Dr. Knapp asked if there were any updates on the North Terrace Improvement Project. Ms. Harrison shared an artist’s rendering of the plan and announced that the City will be going out to bid in February.

The only changes from previous plans are that the library has asking for more seating to be incorporated and the City is changing the look-through floor concept into portal style views to the river below. The look-through floor raised too many concerns for the City with maintenance and accessibility. The construction schedule is 2019 and 2020.

Adjournment

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Thompson to adjourn the meeting. THE MOTION PASSED UNANIOMUSLY.

Respectfully submitted,
Debi Mansour for Patricia Uttaro, Secretary