Meeting of the Board of Trustees  
Rundel Memorial Building, Board Room  
January 28, 2019  
Approved Minutes


Trustees Excused: L. Guttmacher, M. Shelly

Staff and Guests: FFRPL liaison R. Fuss; county law liaison D. Crumb; staff members B. Brinkman, B. Harrison, S. Snow, P. Uttaro, D. Mansour

Call to Order

Mr. Yust called the meeting to order at 12:15 pm, confirmed that a quorum was present, and welcomed trustees and guests. Ms. D’Aurizio arrived at 12:16 and assumed the meeting chair position.

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 November 17, 2018, meeting as presented (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Claims

Ms. Harrison called attention to the financial Claims dated December 2018, and January 2019, included with the packet (Documents Book) and offered to answer any questions. Ms. Harrison noted there are a large number of Online Fines and Bullet Aid payments to member libraries. The Bullet Aid is part of the prior calendar year. We have never received the aid as late as January, but we did let the member libraries know that the checks were delayed this year. There is one large payment to the City of Rochester for central Library operations. And there are some annual subscription payments that were made in January as we start the fiscal year. Ms. D’Aurizio asked for clarification about Survey Monkey. Ms. Harrison explained that we still have a subscription but the service has limited the number of log-ins we may utilize. The corporate subscription option was considered and determined to be much too costly given our usage. Member libraries are still able to use Survey Monkey but they now need to go through the MCLS office for assistance rather than having their own log-in. A MOTION WAS MADE BY Ms. Thompson AND SECONDED BY Mr. Wolf to approve the Claims as presented. THE MOTION PASSED UNANIMOUSLY.

Trustee Corcoran arrived at 12:23 pm.
Professional Services Agreement with CampbellNet Solutions

Ms. Harrison drew everyone’s attention to page 9 of the Documents Book. This contractor has billed us at this same rate for several years and has a good working knowledge of our systems. He will continue to work with us on our special projects. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve a professional services agreement with CampbellNet Solutions for a term of January 1, 2019, to December 31, 2019, and an amount not to exceed $5,000. THE MOTION PASSED UNANIMOUSLY.

Discussion Items

MCLS Board Bylaws

Ms. Uttaro reminded the Board of Ms. Snow’s previous presentation regarding revised New York State minimum standards for libraries. The standards include an annual review of policies and procedures. Ms. Uttaro asked that an ad-hoc committee is appointed to review the MCLS Board bylaws and recommend any changes. The MCLS bylaws were last revised in February 2014. Don Crumb, County Law Department Liaison, Mr. Wolf, and Mr. Brandt agreed to serve on this committee.

MCLS Work Plan Review

Ms. Uttaro gave a presentation on the MCLS Plan of Service. She reviewed planned work and results for 2018 and planned work for 2019. Ms. Uttaro, Ms. Harrison, and Ms. Snow each answered several questions about 2019 plans, technology access, 2020 census, and legislative advocacy efforts. She drew everyone’s attention to the copy of the MCLS Plan of Service that was placed at each person’s seat. This is a copy of the plan that was distributed previously.

Rebecca Fuss, FFRPL, joined the meeting at 12:30 pm just after the start of Ms. Uttaro’s presentation.

Report Items

MCLS Liaison to RPL Board

Mr. Wolf reported that at the November meeting, the RPL Board approved the closing of the Central Library on May 11, 2019. They approved the RPL-MCLS Staff Association Vending agreement. They reviewed the changes to the NYS minimum standards for libraries as presented by Ms. Snow, and they acknowledged there would be no December meeting.

Friends and Foundation of RPL (FFRPL)

Ms. Fuss provided the following updates: The 2018-19 Annual Campaign is 2/3rds done and since July 1, more than $170,000 has been raised. This is on par with last year. The total includes gifts from about 475 legacy donors (who have given at least 10 years), 76 new donors, and 156 re-engaged/lapsed donors who haven’t made a gift in more than three years. Several FFRPL Board members have been making thank-you calls to about 150 legacy donors. Ms. Fuss and Mr. Davis have had ‘dates’ with six legacy/major donors since November, for a Library tour, listening lunch or coffee, and two more are scheduled next month. Board members are welcome to suggest and join the date. The spring letter will feature the FFRPL’s impact on library business services and resources. The March mailing will include the Spring Programs brochure, for cross-marketing and cost savings. FFRPL received a $30,000 grant from the Community Foundation to
support Safe to be Smart and $25,000 for the Terrace Outdoor Education Project. A proposal was submitted to their Feinbloom Foundation Fund for additional Safe to be Smart support to make up for the anticipated loss of funding from their Carlson Trust following the death of executor Catherine Carlson. FFRPL kicked off the new Tuesday Topics series (showcasing Library services and resources) with a presentation from Patty Uttaro, and work is underway on the 33rd annual Sokol High School Literary Awards. In support of RPL’s upcoming exhibition, Stonewall: 50 Years Out (opening at Central Library April 5), FFRPL has committed $30,000 in funding and is working to secure an additional $30,000; has negotiated $3,000 in WXXI media sponsorship and is working with Dixon Schwabl Advertising on some PSAs. In support of Central Library’s Rundel Terrace Revitalization Project, FFRPL funded artist stipends for the finalists; helped promote the library’s focus groups; and is helping to secure additional funding for select educational and artistic components of the Project. FFRPL just secured a United Way Donor Designated Fund ID (#3369), so people will now be able to make a payroll deduction gift (or outright gift) to FFRPL for the library via the United Way. On December 4, we officially opened the renovated Kusler-Cox Auditorium, named for RPL librarians Alan Kusler and Bill Cox (who left the Library $1.7M in their wills two years ago). A week later, FFRPL hosted a special Board/Staff Retreat and Workshop, Taking the Unconscious Out of Bias facilitated by Sady Fischer, Excellus’s Director of Corporate Diversity & Inclusion. FFRPL has just purchased one 2019 Empire State Pass for each MCLS library, and multiple passes for Central and branches. Finally, this week, FFRPL completed a first draft of the 2017-2018 Annual Report, which should be released online next month.

At 1:03 pm, Don Crumb left the meeting.

At 1:06 pm, Rebecca Fuss left the meeting.

**Rochester Regional Library Council (RRLC)**

Dr. Knapp reported that RRLC welcomed a new board member, Dr. Paul Schacht, a professor from SUNY Geneseo. RRLC also accepted their Annual Report. Dr. Knapp shared copies with the Board. RRLC is continuing to work with the causeway Capacity Building Grants, legislative advocacy, and they changed their Annual Meeting date to June 6, one week earlier than usual.

**Director’s Report**

Ms. Uttaro offered to answer questions on her written report (Documents Book). Ms. Uttaro then explained that MCLS has been invited to participate in The Great Giveback, a day in October where library patrons are encouraged to do nice things to give back to their libraries. In Suffolk, NY, where this started, patrons have done things as varied as bringing in baked goods, to painting, remodeling work, and landscaping. Ms. D’Aurizio asked if there could be any issues with unions. Mr. Wolf asked for more information about the recent MCLS Director’s retreat. Ms. Uttaro answered that she and Ms. Snow still needed to work through the feedback from the discussions. She went on to say that she was very pleased that everyone in the meeting contributed and was engaged in the conversations. Dr. Knapp asked about the recent overdose in the BLB building on the previous Saturday. Ms. Uttaro did not have further information on the individual’s status.

**Town Libraries**

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

Ms. Snow offered to answer questions on her written report (Documents Book). She updated the Board on the plans for Library Advocacy Day on February 27. There is a 56-person bus going to Albany and there are 40 people already signed up including some teen council members and their chaperones. Ms. Snow thanked the FFRPL for subsidizing the trip and for providing snacks on the bus. Ms. Snow then shared an anecdote regarding a University of Rochester professor who sent a student to us for research. The student had no idea that the Central Library has that kind of business research resources and Ms. Snow was happy to learn of this professor sending his business students to us. Next, in the current budget proposal from the Governor, library aid would be cut by 4% and a $20 million cut to our construction aid from $34 M to $14 M is proposed. Everyone is encouraged to advocate against these cuts. Ms. Snow then invited everyone to attend the press conference on February 13, at 10:00 am in the Lower Link area where the Mayor and the County Executive will be promoting all of the tax assistance available at the Central Library and around the city and county.

Central Library Reports

Ms. Snow offered to answer any questions on her written report (Documents Book). Dr. Knapp asked about the anecdote about spinning the fine wheel. Ms. Snow explained that the fine wheel is used on occasion to help engage patrons and turn what can sometimes be an uncomfortable communication (collecting fines) into a fun and lighthearted game. Ms. Uttaro added that giving circulation staff the ability to negotiate fees with patrons significantly cut down on the amount of time supervisors spend talking to angry or upset patrons.

Adjournment

The meeting was adjourned by consensus at 1:37 pm

Respectfully submitted,
Patricia Uttaro, Secretary