Rochester Public Library & Monroe County Library System
Joint Meeting of the Boards of Trustees
Kate Gleason Auditorium
February 20, 2019
Minutes


MCLS Trustees Excused: M. D’Aurizio, L. Guttmacher, P. Knapp,


RPL Trustees Excused: K. Baynes, A. Drury, W. Martinez, S. Salluzzo

Staff and Guests: FFRPL liaison N. Davis; staff members B. Brinkman, B. Harrison, T. Reeves, S. Snow, A. Suro, P. Uttaro, D. Mansour

Call to Order

Ms. Benjamin and Mr. Yust called the meeting to order at 9:03 am, confirmed that a quorum was present for each board, and welcomed trustees and guests. Mr. Lovenheim arrived at 9:04 am.

Public Comments

There were no members of the public who wished to address either board.

Joint Action Item

Approval of the Proposed FY20 Central Library Budget

Ms. Harrison asked everyone to refer to the budget documents that were distributed via email and offered hard copies to anyone who needed one. She started with reviewing assumptions for salary, wage and benefit costs, and primary revenues. This year the request includes an increase in county support of 1.5% from $6.7 million to $6.8 million with no utilization of the MCLS fund balance for Central Operations. The increase reflects salary and wage increases in the 2019-20 fiscal year.
The focus of the budget for Central Library is on revenues, as no current or planned vacancies in staffing will occur this year, and the Technology Center is slated to open in fall 2019. Changes in support and reporting structure for MCLS system services was discussed, as was an increase in Friends and Foundation support through a jointly-supported fundraising activity. A discussion of the MCLS fund balance, Central Library support and Friends and Foundation support followed.

Ms. Uttaro responded to an inquiry regarding rentable tenancy space in the Central Library. The City Department of Recreation and Youth Services is projected to continue occupancy in the Central Library through a portion, and perhaps all, of fiscal year 2019-20. The viability of a café tenant and other agency leasing is challenging due to the Library’s hours of operation and the growth of viable retail and commercial spaces downtown. Negotiations are continuing with non-profit organizations for potential occupancy agreements but are not developed enough for inclusion as projected revenues at this time.

After further discussion, for the MCLS Board, A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Yust to approve the Proposed FY20 Central Library Budget as presented and approved by the joint finance committee. THE MOTION PASSED with Mr. Lovenheim voting against.

For the RPL Board, A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Karin to approve the Proposed FY20 Central Library Budget as presented and approved by the joint finance committee. THE MOTION PASSED with Mr. Lovenheim and Ms. Conklin voting against.

**MCLS Action Item**

Minutes of January MCLS Meeting
A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Thompson to approve the minutes of the January 28, 2019, meeting as presented (Documents Book). THE MOTION PASSED UNANIMOUSLY

**RPL Action Items**

Minutes of January RPL Meeting
A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Lovenheim to approve the minutes of the January 30, 2019, meeting as presented (Documents Book). THE MOTION PASSED UNANIMOUSLY

Personnel Changes
Ms. Suro reviewed highlights of the personnel changes and offered to answer any questions. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve the personnel changes as presented (Documents Book). THE MOTION PASSED UNANIMOUSLY
Financial Reports
Ms. Harrison offered to answer any questions. There were none. A MOTION WAS MADE BY Mr. Hamilton AND SECONDED BY Mr. Wolf to approve the monthly financial reports as presented, and as approved by the RPL Finance Committee (Documents Book). THE MOTION PASSED UNANIMOUSLY

RPL FY18 Audit
Ms. Harrison reminded everyone that the audit reports were distributed via e-mail on January 30, 2019, and offered to answer any questions. There were none. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Lovenheim to approve the RPL FY18 Audit as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY

Approval of the Proposed FY20 Community Library Budget
Ms. Harrison reviewed the highlights of the proposed FY20 Community Library Budget as presented (Documents Book) and offered to answer any questions. Ms. Uttaro added that the City invites us to submit increment requests and Dr. Reeves has requested the conversion of two part-time staff to full-time. Ms. Uttaro further explained that the library will need to share with the City demonstrable improvements in targeted statistics at locations where investments in full-time staff were made in the current fiscal year, to support the efficacy of moving part-time staff to full-time. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Hamilton to approve the Proposed FY20 Community Library Budget as presented, and as approved by the RPL Finance Committee. THE MOTION PASSED UNANIMOUSLY

MCLS Action Items

Financial Claims
Ms. Harrison offered to answer any questions on the MCLS financial claims. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve the financial claims as presented (Documents Book). THE MOTION PASSED UNANIMOUSLY

Discussion Items
There were no discussion items for either board.

Reports

Liaison to the MCLS Board
Mr. Lovenheim provided the following updates. The MCLS Board approved financial claims and a professional service agreement with CampbellNet Solutions.
Liaison to RPL Board
Mr. Wolf provided the following update from the January 30, RPL Board Meeting. The board approved re-nomination of a trustee to the RPL Board, officer positions for the coming year, early closing of the first floor of the Rundel Building on Friday, April 5, acceptance of a grant partially administered by the Girl Scouts, and the Monroe Branch request for a "Food for Fines" program. The board also approved the renaming of the Chester F. Carlson Patent and Trademark Center to the Carlson Center for Intellectual Property.

Friends & Foundation of RPL
Mr. Davis provided the following updates. The 2018-19 Annual Campaign will send its last letter of this fiscal year in about three weeks. The mailing will also include the next spring programs brochure, for cross-marketing and cost savings. Since July 1, FFRPL has raised more than $175,000, on par with one year ago. That total includes gifts from about 492 legacy donors (who have given at least 10 years), 93 new donors and 159 re-engaged/lapsed donors who haven’t made a gift in more than three years.

In support of RPL’s upcoming exhibition, led by the Local History Division, Stonewall: 50 Years Out (opening at Central Library April 5), FFRPL secured a $15,000 sponsorship from Trillium Health and Dr. William Valenti; negotiated media sponsorships valued at $10,000 from the Rochester Business Journal, $3,000 from WXXI and $1,500 from City Newspaper; secured in-kind advertising from The Empty Closet, and had Dixon Schwabl create two PSAs.

The next Tuesday Topics presentation will be Kate Meddaugh from the Carlson Center for Intellectual Property talking about protecting intellectual property. Closing the series will be Christine Ridarsky speaking about Stonewall on Tuesday, March 5.

FFRPL is working on the 33rd annual Sokol High School Literary Awards; the ceremony is not until May 2nd, but the committee met last night for the first read-through of student entries.

FFRPL is currently prepping for the HUGE Used Book Sale, to be held in KGA and the former café space Thursday, March 14 through Saturday, March 16 (reminder: FFRPL donors are admitted free to the preview sale Thursday morning).

The spring 2019 Books Sandwiched In series launches March 26.

Finally, on behalf of the Central Library, FFRPL is partnering with Writers & Books to bring Omar El Akkad author of the Rochester Reads 2019 book American War to Central Library for a reading and book-signing on Wednesday, March 27. Also on March 27, is a special Editors’ Circle Donor Brunch in the café space.

Rochester Regional Library Council
Mr. Wolf reminded all that the RRLC Annual event is in early June at Casa Larga.

Director’s Report
Ms. Uttaro explained that the RRLC has invested in a Learning Management System for RRLC members. They have secured a pilot of Moodle and it will be tested for librarians to track their
professional development. Librarians who received their degrees after January 31, 2008, are required to complete continuing education hours and need assistance in tracking these hours.

Ms. Uttaro then updated all on the recent issues with the Rundel building including the large section of stone façade that fell from the top of the river-side of the building. Ms. Uttaro and Ms. Harrison have been working with masonry experts from Heaster Construction. The recommendation is the Reynolds Reading Room remain closed until additional masonry is secured and windows can be repaired. The window glazing contains asbestos so abatement adds complexity and cost to the repairs.

Ms. Uttaro then addressed the Rundel Building North Terrace Project. Per the City, the costs for the project are anticipated to be higher than anticipated for the base bid, and the City's current proposal is to put out a bid request with many of the proposed components such as seating, lighting and landscaping as add-alternates. Ms. Uttaro is meeting with the DES Commissioner to ask for his help with restoring these components of the project.

A RESOLUTION WAS PROPOSED BY Ms. Conklin and seconded by Mr. Hamilton to emphatically support the restoration of the North Terrace Plan to include the features of seating, landscaping, lighting, and the runnel. THE RESOLUTION PASSED UNANIMOUSLY.

Mr. Hamilton asked Ms. Uttaro to comment on the state of the Rochester Historical Society and if any of their issues impact the library. Ms. Uttaro explained that City Historian, Christine Ridarsky has been working closely with area museums and archives on this issue. The president of the Museum Association of NY has scheduled a meeting for the heads of several local museums and archives along with the City Historian, the State Historian, and the Historical Society’s leadership to discuss the situation.

**MCLS Services**

Ms. Snow offered to answer any question on her section of the written report. There were none.

**Central Library/Branch Libraries**

Dr. Reeves offered to answer any question on her section of the written report. Mr. Hamilton asked for more information on the item relating to DVD lending at the Charlotte Branch (Documents Book p. 37). Ms. Uttaro responded that there is an inconsistency between branches and that Pat Connor in Branch Administration will be working on the task of reviewing policies and procedures and unifying them across branches.

Next, Dr. Reeves related that the Branch Retreat is coming up soon and one of the goals is to develop the next steps from the Hester Street Branch Facilities and Operations Plan.

Dr. Reeves then shared that she has been given the go-ahead to begin working on a scholarship program that would target employees who may not be eligible or who are otherwise unable to participate in the City’s Tuition Reimbursement Program.
Mr. Corcoran left the meeting at 10:28

Town Libraries
Ms. Uttaro introduced Bernadette Brinkman to the RPL Board members as the Director of the Penfield Library and the Liaison from the Town Libraries to the MCLS Board. Ms. Brinkman offered to answer any questions on her written report (Documents Book).

Other Business

There was no other business brought to the table.

Adjournment

For the MCLS Board, A MOTION WAS MADE BY Mr. Wolf and SECONDED BY Ms. Thompson to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY.

For the RPL Board, A MOTION WAS MADE BY Mr. Hamilton and SECONDED BY Mr. Lovenheim to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 10:36 a.m.

Respectfully submitted,

Debi Mansour on behalf of
Sharon Salluzzo, Secretary
RPL Board of Trustees

Patricia Uttaro, Secretary
MCLS Board of Trustees