Meeting of the Board of Trustees  
Gates Public Library  
May 20, 2019  
Minutes


Trustees Excused: G. Brandt, C. Corcoran, L. Guttmacher, J. Lovenheim

Staff and Guests: County law liaison D. Crumb; Monroe county legislature liaison M. Terp; FFRPL liaison N. Davis; staff members B. Brinkman, B. Harrison, S. Snow, P. Uttaro, D. Mansour

Call to Order
Ms. D’Aurizio called the meeting to order at 12:13 pm, confirmed that a quorum was present, and welcomed trustees and guests.

Public Comments
Annalisa Rogers from the Smoking and Health Action Coalition (SHAC) handed out materials and addressed the Board regarding how the organization can help libraries with education programs and signage. Ms. Uttaro invited her to speak to the MCLS member library directors at a future Directors’ Council meeting.

Gates Public Library Director
Ms. D’Aurizio introduced Greg Benoit, Director of the Gates Public Library and thanked him for hosting the meeting. Mr. Benoit welcomed the trustees to the library, gave a brief overview of recent innovations and partnerships, and invited all of the trustees to find him after the meeting if they would like more information or a tour of the facility.

Meeting Minutes
A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Yust to approve the minutes of the meeting on March 18, 2019, as presented (Documents Book). THE MOTION PASSED UNANIMOUSLY.

Claims
Ms. Harrison called attention to the financial claims included with the packet (Documents Book) and offered to answer any questions. Mr. Yust asked her to expand on the last two items. She explained that Liebert UPS maintenance from vendor Vertiv is the annual maintenance cost for the uninterrupted power supply that protects our servers and systems in the event of a power brown- or black-out. Material recovery by vendor Unique Management is for collections services for patron fines. In response to a question, Ms. Harrison explained that our auditors and the State Comptroller’s office recognize that claims are often approved after payment has been made due to the need for timely payments to vendors. A MOTION WAS MADE BY Mr. Yust AND SECONDED BY Mr. Wolf to approve the claims as presented. THE MOTION PASSED UNANIMOUSLY.
NYS 2018 Annual Report for Libraries
Ms. Snow passed out a document with highlights of the 2018 Annual Report for Libraries and reviewed the highlights with the Board. A MOTION WAS MADE BY Ms. Thompson AND SECONDED BY Mr. Yust to approve the NYS 2018 Annual Report for Libraries as presented. Ms. Snow answered a question about website usage and explained that the roccitylibrary.org site for the Central Library took away some of the traffic from the system’s libraryweb.org site. THE MOTION PASSED UNANIMOUSLY.

Proposed 2020 MCLS Budget
Ms. Harrison drew everyone’s attention to the 2020 MCLS Budget document included with the packet (Documents Book) and reviewed the highlights. She specified that the conversations with Monroe County were very good this year and an increase in operational support was approved. There was some discussion on plans for training for member libraries and the revised role of the Associate Library Director in the MCLS Office. She then explained that there will be two other documents (a PowerPoint slideshow and an infographic) sent out to the MCLS Board email distribution list. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Shelly to approve the Proposed 2020 MCLS Budget as presented. THE MOTION PASSED UNANIMOUSLY.

Update to 2019-20 Central Library Budget
Ms. Harrison explained that a change was made to the Central Budget removing $30,000 in occupancy cost due to the departure of the City Recreation and Youth Services Department, and adding $30,000 in occupancy cost from Empire Justice’s CASH program moving into the Bausch & Lomb library building, resulting in neutral impact to the budget. Ms. Uttaro expanded on the background for the change in the service focus of the fourth floor of the Bausch & Lomb building and explained the rationale for creating a Business Innovation Center there. A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Stockman to approve the update to 2019-20 Central Library Budget as presented. THE MOTION PASSED UNANIMOUSLY.

Central Library Development Aid FY20
Ms. Harrison reviewed highlight of the Central Library Development Aid. A MOTION WAS MADE BY Ms. Stockman AND SECONDED BY Mr. Wolf to approve the Central Library Development Aid FY20 as presented. THE MOTION PASSED UNANIMOUSLY.

PSA for Conservation of Library Materials
Ms. Uttaro reviewed the request for a Professional Services Agreement (PSA) with Gary Albright to conduct preservation work on some library materials. A MOTION WAS MADE BY Mr. Yust AND SECONDED BY Mr. Wolf to approve the PSA with Gary Albright for Conservation of Library Materials as presented. THE MOTION PASSED UNANIMOUSLY.

Board Meeting Packet Distribution
Mr. Yust proposed that Ms. Mansour is doing duplicate work by sending the meeting materials via e-mail and in hard-copy via regular mail. Some trustees expressed their preference for receiving hard copies. It was decided that individuals could opt-out of the hard-copy mailing and that would save some effort for Ms. Mansour. Mr. Yust, Mr. Crumb, and Mr. Molinari opted out of the hard-copies.
**MCLS Liaison to RPL Board**

Mr. Wolf reported that at the last meeting the RPL Board approved the RPL Private Events Policy and changing hours at the Lyell Branch. The Board also received an update on the North Terrace Project and an update on the Branch Facilities and Operations Plan from Hester St.

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

Mr. Davis reviewed the highlights of his written report (Documents Book) and offered to answer any questions. He also handed out booklets with the winners of the 33rd Annual Sokol High School Literacy Awards. There was a brief discussion about the selection process for the winners. Ms. Stockman asked for information about the relationship of the FFRPL and the Library and where FFRPL funds are spent and if there are specific by-laws of the foundation prohibiting FFRPL from paying for a Library Budget shortfall. Mr. Davis, Ms. Harrison, and Ms. Uttaro all contributed to this discussion. Generally, the FFRPL is not meant to pay for the operations of the Library however certain exceptions exist such as the funding for the Safe to Be Smart Program. FFRPL also often funds specific program initiatives and will pay for maintenance of effort at times.

**Rochester Regional Library Council (RRLC)**

Dr. Knapp updated everyone that the RRLC is in the process of moving their offices. The Board also recently conducted a positive evaluation of their new director, and approved a new budget and updated several core policies. They also accepted a recommendation for a new trustee, Mary Ellen Darling. He again reminded everyone of the 2019 Annual Membership Meeting on June 6, at Casa Larga Vineyards where several libraries will be recognized as award winners.

**MCLS Member Library Document of Understanding**

Ms. Uttaro explained that the MCLS System office will begin negotiations with member libraries towards the end of 2019 or early in 2020. She reviewed the highlights of the document and offered to answer any questions. There was a brief discussion on the cost share formula and the differences between using a per capita formula vs. using circulation, collection sizes, equipment counts, etc., for the formula. Ms. Uttaro further explained that it is possible to extend the current contract if more time is needed to look at the new contract, or to approve the new contract for a shorter time period of one-year rather than three. In response to a question from Mr. Yust, she explained that Scottsville and Ogden libraries are association libraries, Fairport is a school district library and the rest are municipal libraries. It was agreed that Ms. Uttaro will further update the board on this topic in the fall after negotiations with the member libraries begin.

**Director’s Report**

Ms. Uttaro shared with the group that the search for a new Associate Director in the MCLS Office is well underway and interviews have been completed. Two finalists have been identified and they will meet with staff before a decision is made. Next, she drew everyone’s attention to the Summer Reading booklets at their places. A press conference is being planned with the County Executive and the Mayor to kick off the summer reading season. She also offered everyone a copy of the 2019 Monroe County Government Directory that lists all of our government representatives. Ms. D'Aurizio asked about the Station Collections mentioned on page 14 of the Board documents. Ms. Snow answered her question explaining that the Central Library is lending topic-specific books to member libraries as temporary station collections. An example of this was when a collection of poetry books was sent to the Hamlin Public Library for a month-long display. These stations are clearly signed as being on loan from the Central Library. Next, Mr. Yust asked for more information on the County Relations Committee Update.
(Documents Book) specifically the mention of concerns of Mr. Franklin. Ms. Uttaro explained that County Finance Director Bob Franklin has stated that he believes the percentage of retention for the fund stated in the Fund Balance Policy is too low.

**MCLS Services/Central Library Reports**
Ms. Snow reviewed highlights of her report (Documents Book). Several trustees mentioned items they appreciated or found interesting.

**Town Libraries**
Ms. Brinkman offered to answer any questions on her written report (Documents Book). She pointed out that Fairport Public Library’s long-time Director, Betsy Gilbert, is retiring. Carl Gouveia from the Brockport-Seymour Library has been named the new Fairport Public Library Director.

**Other Business**
None

**Adjournment**
A MOTION WAS MADE BY Mr. Yust AND SECONDED BY Ms. Stockman to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 1:45 pm

Respectfully submitted,
Patricia Uttaro, Secretary