Meeting of the Board of Trustees
Rundel Memorial Building, Board Room
June 17, 2019
Minutes


Trustees Excused: C. Corcoran, M. D’Aurizio, M. Shelly

Staff and Guests: County law liaison D. Crumb; FFRPL liaison N. Davis; 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.

Meeting Minutes
A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Lovenheim to approve the minutes of the meeting on May 20, 2019, as presented (Documents Book). One correction was noted to reflect that Dr. Knapp, not Mr. Yust, gave the update for the Rochester Regional Library Council and the motion was amended to include the correction. 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. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Wolf to approve the claims as presented. THE MOTION PASSED UNANIMOUSLY.

Appointment of Bill Yust to FFRPL Board of Trustees
A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Ms. Thompson to approve the appointment of Mr. Yust to the FFRPL Board as the MCLS liaison. THE MOTION PASSED UNANIMOUSLY.

MCLS Fund Balance Policy
Ms. Harrison called attention to the Fund Balance Policy that was distributed electronically to everyone. She explained that the current policy is four or five years old and this review was prompted by meetings the County Budget Director, Bob Franklin. The goal of this review is to find examples of other fund balance policies (including out-of-state) and case-law that is similar in nature to the MCLS fund. Within the Public Library Systems Directors Organization (PULIDO), very few system Directors report having a fund balance policy. Typically, organizational Libraries with public dollars that come at the local level are the entities with these policies. Ms. Harrison proposed that the MCLS Board Finance Committee works via e-mail over the summer to review and make any adjustments to the policy with the goal of bringing something to the full Board in August or September for a vote. She also asked if any other Board members would like to be included and Mr. Brandt and Ms. Stockman both expressed interest.
MCLS Liaison to RPL Board
Mr. Wolf reported that at the last meeting, the RPL Board approved revisions to the by-laws, a Professional Services Agreement for conservation work on some materials in the Local History Division, the Central and Community Library budgets.

Rochester Regional Library Council (RRLC)
Dr. Knapp updated everyone that the RRLC had an extra meeting in June with their regular meeting and their Annual Meeting. Several Board members were re-elected and one opening still exists on the Board.

Friends and Foundation of RPL (FFRPL)
Mr. Davis reviewed the highlights of his written report (Documents Book) and offered to answer any questions. Mr. Brandt made a contribution to the annual campaign during Mr. Davis’ report.

Director’s Report/MCLS Services/Central Library Reports
Ms. Snow offered to answer any questions on the written report. Ms. Stockman asked about VIP Passes being free rather than discount passes. Ms. Snow explained that the Rochester Community Foundation approached us and is working with the museums and institutions to get buy-in for making the passes free. There is push-back from some of the institutions based on the availability of the passes to families of all income levels. Some feel that a free pass should only be available to lower income individuals. The timing of a revised VIP Pass program would be July 2020.

Mr. Knapp asked for clarification on who Hester St is in regards to the Branch Study. Ms. Snow explained that Hester St is a consulting firm that produced a Branch Operations and Facilities Study.

Mr. Knapp asked for any insights on the monthly Central Library Statistics, specifically the decreases in Reference questions, programs, and Wi-Fi sessions. Ms. Snow explained that the reference question drop is due to a change in how patron questions are reported. We are now separating questions into actual reference questions vs. directional and general service questions. It was also pointed out that the percentages can seem dramatic compared to the actual numbers. In the case of Tours, for example, there were 4 tours last year and 2 tours this year which is not that dramatic of a change but as a percentage that appears as a 50% drop. Mr. Knapp also encouraged the library to look at the current metrics and determine if we are counting the right things. Ms. Snow agreed and confirmed that the review is happening. Ms. Harrison added that the new State Librarian may help to bring fresh eyes to what is required for State reporting and will hopefully help us to focus on statistics that reflect the new ways that patrons are using the libraries.

Town Libraries
Ms. Brinkman offered to answer any questions on her written report (Documents Book). Trustees noted several items they found interesting.

Other Business
Ms. Thompson thanked Ms. Snow for her years of service to MCLS and specifically to the Board. Trustees gave Ms. Snow a round of applause and all wished her well in her retirement.
**Adjournment**

A MOTION WAS MADE BY Mr. Wolf AND SECONDED BY Mr. Lovenheim to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY and the meeting was adjourned at 1:10 pm

Respectfully submitted,
Debi Mansour on behalf of Patricia Uttaro, Secretary