



**Meeting of the Board of Trustees  
Virtual Meeting via Zoom  
August 17, 2020  
Minutes**

**This meeting was held under the NYS Governor's Executive Order No. 202.1: Continuing Temporary Suspension and Modification of Laws Relating to the Disaster Emergency**

**Trustees Present:** G. Brandt C. Corcoran, L. Giess, J. Lovenheim, A. Moffitt, S. Stockman, M. Thompson, W. Yust (quorum present)

**Trustees Excused:** R. DeGuzman, P. Knapp, M. Shelly

**Staff and Guests:** County law liaison D. Crumb; FFRPL liaison N. Davis; staff members B. Harrison, A. Traub, P. Uttaro, D. Mansour

**Call to Order**

Ms. Uttaro called the meeting to order at 12:03 pm and confirmed that a quorum was present.

**Meeting Minutes**

A MOTION WAS MADE BY Ms. Giess AND SECONDED BY Mr. Yust to approve the minutes of the meeting on June 15, 2020 with one correction in the RRLC Liaison Report. THE MOTION PASSED UNANIMOUSLY.

**Claims**

Ms. Harrison reviewed the claims and offered to answer any questions. A MOTION WAS MADE BY Mr. Brandt AND SECONDED BY Mr. Yust to approve the claims as presented. THE MOTION PASSED UNANIMOUSLY.

**Nominating Committee Report**

Ms. Thompson reported the committee is in the process of drafting a procedure for identifying and nominating future Board members. The committee is focusing on determining what would be most helpful to the Board in terms of skill sets, knowledge base, life experience, ethnic, racial, and gender backgrounds. Term limits are also being discussed. The Nominating Committee is asking that the whole Board discuss the use of term limits and decide as to their use. Any addition of term limits will require an amendment to the By-Laws. In the November-December timeframe, the Nominating Committee intends to have recommendations regarding the needed qualifications of Board Members. In March and April potential candidates will be interviewed. In May, the Nominating Committee would make recommendations for the Board to vote on. After the vote at the May meeting, the MCLS Director's Office will forward the candidates to the MCLS County Executive's Office. If approved by the Executive, the candidates are sent to the Legislature for official appointment. In response to a question, Ms. Thompson clarified that the outline of the process and timeline is not a drastic change from what has been happening. The process and timeline need to be documented and the proposal to consider term limits is new. Ms. Thompson clarified that the term for a Board Member is 5 years. Ms. Stockman asked about Board Members whose terms have expired but who have not yet been re-appointed by the

County Legislature. Ms. Thompson and Ms. Uttaro both stated that past practice is for Board members to continue to serve until the Legislature determines they will not be re-appointed. The Committee is recommending the Board consider a 2-term limit (10 years). Ms. Stockman asked about trustees filling a vacancy and if a person would be eligible for 2 additional terms after the expiration of the vacancy. Mr. Lovenheim asked if the recommendations would be retroactive for existing trustees and recommended that current trustees be subject to term limits. The Nominating Committee will meet with Ms. Shelly and will develop a proposal to submit to the Board at the September meeting.

### **E-rate Audit Results**

Ms. Harrison reported that the random audit for 2018 has now closed. The preliminary report was released last month. The audit included a review of several system-wide policies. The only finding was regarding internet use and safety. In particular, the auditors were looking for how we are restricting access and providing security for minors. Three of the five member-library policies did not address all five of the items the auditors were looking for. While the MCLS is not prescriptive to member libraries regarding their individual policies, they will provide guidance and recommendations for members to review and revise their internet policies. Overall, the audit results are very positive. Ms. Uttaro commended Ms. Harrison on all her hard work in managing this audit.

### **Re-opening of MCLS Libraries**

Mr. Traub reported on member libraries' re-opening plans. The MCLS Directors formed a re-opening team back in the spring. The team has developed a staged plan for re-opening with the idea that libraries will move through the stages at different rates based on their communities' needs. The plan details things like furniture arrangements, proper PPE and cleaning materials, recommended services, quarantine procedures, etc. Mr. Traub has also been hosting a weekly call with directors to discuss issues and best practices around re-opening. In response to a question, Mr. Traub stated that each library will respond to school re-openings on an individual basis. In response to a question, Ms. Uttaro reviewed the hours and services currently provided by the central and branch libraries and the work Dr. Reeves is doing to coordinate with the Rochester City School District. Ms. Stockman asked about Inter-library Loan and was surprised to learn that this was restored many weeks ago. Mr. Lovenheim asked about quarantining of browsed books. Member libraries are each deciding if they need to quarantine items that have been picked up and put back on the shelf. Mr. Yust recognized Amy and Melanie for their work at the County Correctional Facilities. Ms. Thompson asked Ms. Harrison to share via email the five E-rate safety controls for children and teens that were specified by the auditors.

### **State Aid Issues**

Mr. Traub reported that the State Library held a call to update systems on state funding. At this point, only 80% of library basic aid is being distributed. We do not know if the additional 20% will come through. The state is indicating federal actions are impacting the decision to release the additional funding or not. Construction aid is also impacted.

Ms. Harrison reminded the Board that the budget approved for FY20-21 has a reduction in state aid built into it. The issue we have now are the pandemic related cuts that are affecting the current budget. After the initial 2.6% reduction, we were expecting \$2.2 mil. \$1.4 mil of that remains in the MCLS system. The system aid covers MCLS expenses. A 20% cut is about \$280,000 for the system. Ms. Harrison has already identified some expenses to hold or reduce to cover the 2.6% reduction, but the 20% reduction is much more substantial. Ms. Harrison reminded the Board that the MCLS fund balance is currently at \$325,600. The Board approved utilization of \$90,000 to support the FY20-21 budget. That leaves about \$235,000, MCLS should maintain approximately \$70,000 in the fund to adhere to its policy. MCLS will need to have

a discussion with the County regarding the system budget and will need to plan appropriately despite not knowing yet if the reduction in state aid will be a deferral or an actual cut. The Board may be asked this fall to authorize additional utilization of the fund balance to cover the deficit in state aid.

Ms. Uttaro added that she has an initial meeting with Mr. Franklin at the County to discuss the budget and the impacts of the state aid cuts.

In response to a question, Ms. Harrison confirmed that all staff have been returned from furlough as of July 31.

### **Update on Racial Equity Education**

Ms. Uttaro reported that Ms. DeGuzman recommended we use the *Undoing Racism Workshop* provided by the People's Institute for Survival and Beyond (PISAB). The City of Rochester has used this workshop in the past, and two City staff members are in the process of opening a local chapter of PISAB. This would likely be a 2-day workshop geared towards municipal boards. The RPL, MCLS, and FFRPL Boards will be included in the training. Ms. Uttaro is waiting for a full proposal from PISAB for what will be provided and when it can be scheduled.

Ms. Uttaro also shared the workshop series offered by RRLC over the next few months as an option for Board members looking to increase their education around racial equity.

Ms. Uttaro noted that the training from PISAB would be more intensive and may be helpful to the Board and staff as they begin the update on the MCLS Plan of Service.

For member library directors, Dr. Cephias Archie, the new Chief Equity Officer for the City of Rochester, has agreed to provide a training series on implicit bias at no cost.

Ms. Uttaro will send the links to the RRLC training so Board members can register.

### **Review of MCLS Plan of Service**

Ms. Uttaro reminded the Board that the MCLS Office produces annual reports against the five-year Plan of Service that was approved by the Board and expires at the end of 2021. There will be a full revision to the Plan of Service led by Ms. Uttaro. She will be looking for at least two volunteers from the Board to serve on the committee. She then reviewed the current plan of service with the Board and provided some preliminary feedback on how well MCLS has implemented the plan, as well as thoughts of how the plan can be revised.

In response to a question, Ms. Thompson stated the prior committee met in 2-hour meetings every two weeks and completed the work in approximately 2 months.

Ms. Uttaro added that she is considering engaging Causewave Community Partners to survey patrons on their service needs from the libraries.

### **Rochester Public Library (RPL) Board Liaison**

Mr. Brandt reported that the RPL Board did not meet last month.

### **Friends and Foundation of the Rochester Public Library (FFRPL) Liaison**

Mr. Davis offered to answer any questions on his written report. He also acknowledged the passing of Peg Glisson, past President of the FFRPL Board and Eileen Riedman, a champion of the libraries in Monroe County. He noted several gifts came into FFRPL in Ms. Riedman's name.

### **Director's Report/MCLS Office/Central Library**

Ms. Uttaro noted that much of July was spent on planning for re-opening Central and Branch libraries. So far, the reopening has gone very smoothly, and some staff members have expressed surprise by how quiet the library has been since re-opening.

Mr. Yust noted how impressed he was with the article in the Rochester Business Journal profiling Jen Byrnes and the new Business Innovation Center.

Mr. Brandt acknowledged the work by Library Automation Services to replace the fiber cable for all locations.

In response to a question, Ms. Uttaro confirmed that Christine Ridarsky is involved in the planning for the County's bicentennial celebration in 2021.

**Other Business**

None

**Adjournment**

The meeting was adjourned by consensus at 1:23 p.m.

Respectfully submitted,  
Patricia Uttaro, Secretary