



**Meeting of the Board of Trustees
Virtual Meeting via Zoom
October 19, 2020
DRAFT 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, P. Knapp, J. Lovenheim, A. Moffitt, M. Shelly, S. Stockman, M. Thompson, W. Yust (quorum present)

Trustees Excused: R. DeGuzman

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. Shelly called the meeting to order at 12:03 pm and confirmed that a quorum was present. She reminded everyone that the meeting is being held under the Governor's Executive Order 202.1 and she will be calling the votes via a rollcall.

Meeting Minutes

A MOTION WAS MADE BY Mr. Yust AND SECONDED BY Ms. Moffitt to approve the minutes of the meeting on September 14, 2020. THE MOTION PASSED UNANIMOUSLY. Mr. Lovenheim ABSTAINED. Mr. Corcoran was not present for the vote.

Claims

Ms. Harrison reviewed the claims and offered to answer any questions. A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Yust to approve the claims as presented. THE MOTION PASSED UNANIMOUSLY. Mr. Corcoran was not present for the vote.

Amendment to Monroe County Capital Improvement Program (CIP) 2022-2027 Request

Ms. Harrison explained that the requested change is to transition from a leasing model to a purchase model for the MCLS delivery trucks. The amended request increases the CIP by \$450,000 for fleet replacement; combined with the approved automation request of \$930,000, the revised, total CIP request for 2022-2027 will be \$1,380,000. A MOTION WAS MADE BY Dr. Knapp AND SECONDED BY Ms. Thompson to approve the amended 2022-2027 County CIP Request as presented. THE MOTION PASSED UNANIMOUSLY. Mr. Corcoran was not present for the vote.

Monroe County Library System Document of Understanding

Mr. Traub drew everyone's attention to the Document of Understanding (DOU) item in the Director's Report. He explained that the current DOU terms run from January 1, 2018 to December 31, 2020. MCLS convened a team to update the DOU early in 2020. The DOU team recommends a 1-year extension of the current DOU. The current DOU Team is expected to continue their work next year, authoring a

revamped version of the extended DOU to align with the System's next Plan of Service. All member library Boards have endorsed this Document of Understanding. Mr. Traub answered several questions about the procedures used to select the DOU team and the processes used by the team to devise their recommendations. A MOTION WAS MADE BY Ms. Lovenheim AND SECONDED BY Ms. Giess to approve a 1-year extension to the Monroe County Library System Document of Understanding (January 1, 2021 – December 31, 2021) as presented. THE MOTION PASSED UNANIMOUSLY. Mr. Corcoran was not present for the vote.

MCLS Board Meeting Dates for 2021

Ms. Uttaro presented the recommended dates for meetings of the MCLS Board of Trustees as follows:

January 25

February 24 (Wednesday – Joint budget meeting with RPL Board)

March 15

April 19

May 24

June 14

NO MEETING IN JULY

August 16

September 20

October 18

November 15

At this time, meetings will continue to be held via Zoom. A MOTION WAS MADE BY Mr. Yust AND SECONDED BY Ms. Giess to approve the 2021 meeting dates for the MCLS Board of Trustees as presented. THE MOTION PASSED UNANIMOUSLY. Mr. Corcoran was not present for the vote.

Appointment of Library Representative to Airport Renaming Committee

Ms. Shelly explained that the Monroe County Legislature has requested that the MCLS Board nominate an individual to serve on the advisory committee tasked with facilitating the renaming of the Greater Rochester International Airport to the Frederick Douglas-Greater Rochester International Airport. She further explained that Ms. Uttaro recommends Christine Ridarsky be nominated to serve in this role. Mr. Crumb added that the county's work with the Federal Aviation Administration (FAA) to rename the airport is nearly complete and is going well. A MOTION WAS MADE BY Mr. Brandt AND SECONDED BY Ms. Thompson to recommend Christine Ridarsky to serve as the MCLS Board representative on the Monroe County airport renaming committee. THE MOTION PASSED UNANIMOUSLY. Mr. Corcoran was not present for the vote.

Discussion Items

Bylaw Revision Recommendations & Nominating Committee Update

Ms. Thompson, on behalf of the Nominating Committee, updated everyone on the Committee's recommendations. As a result of discussions regarding the absence of diversity by race and ethnicity on the MCLS Board of Trustees, the Nominating Committee is seeking to address this issue by examining several options, one of which is to redefine the length of time and service that is permitted under the bylaws.

The Nominating Committee is recommending the following amendments to Article VI of the MCLS Bylaws:

- a. Limit the number of full five (5) year terms of any Trustee to two (2) consecutive full terms, i.e. ten (10) years of service.
- b. Current Trustees who have already served the partial unexpired term of a former Trustee and have completed or will complete their own full five (5) year term shall be eligible to serve a second additional five (5) year term.
- c. Current Trustees who have completed two (2) consecutive five-year terms and are currently serving in an additional third term, shall not be eligible for any additional consecutive term.
- d. Any trustee who has served two consecutive full five (5) years terms may apply for an additional partial or full-term appointment, but only after an absence of a minimum of two (2) full years from the MCLS Board.

Ms. Thompson asked for feedback on the proposed changes and explained that a formal vote would take place at the November 2020 board meeting. If approved by a vote of the Trustees, the changes would be prospective, effective on the date of the amendment to Article VI of the MCLS By-laws. Mr. Yust asked if the Committee plans to also implement proactive measures for soliciting people from diverse ethnicities and socioeconomic backgrounds to the board. Ms. Thompson confirmed that the Committee will do this but stressed that every board member should be actively looking for such candidates.

Rochester Public Library (RPL) Board Liaison

Mr. Brandt offered to answer any questions on his written report.

Rochester Regional Library Council (RRLC) Liaison

Dr. Knapp reported that the RRLC Board has not had a meeting since his last report.

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

Mr. Davis reviewed the highlights of his report and offered to answer any questions on his written report.

Mr. Corcoran rejoined the meeting.

Director's Report

Ms. Uttaro requested the Board move into Executive Session at the end of the staff reports. She then reported that Dr. Reeves has resigned effective January 1, 2021. She further stated that she is working with RPL Personnel Manager Ana Suro and the City of Rochester's Department of Human Resources Management on the best course of action to replace Dr. Reeves. She commended Dr. Reeves on her excellent work for the library over the past four years and expressed well wishes for her continued success in future endeavors.

Next, Ms. Uttaro reported that she has been speaking with Todd Butler at Causewave Communications regarding how they may assist in the revision of the Plan of Service. Mr. Butler also recommends conducting some public surveys to inform a refresh of the MCLS branding which was last done in 2008. Ms. Uttaro and Mr. Traub have been discussing training needs with MCLS member libraries. RPL has subscribed to an online training series from Ryan Dowd, author of *The Librarians Guide to Homelessness*. Ms. Uttaro is sharing access to MCLS member libraries so they can preview the offerings to determine if they want their own subscriptions.

Ms. Stockman asked for clarification on an item in the report regarding allowing patrons to sit down, stating that in the suburban libraries, there are no chairs available. Ms. Uttaro clarified that at the Central Library, some chairs have been put out for patrons who need a brief seating option and that given the size of the library, physical distancing is still able to be maintained.

Dr. Knapp asked about the online program survey results and whether there was enough comfort level with the data, given the understanding that most data is skewed due to the pandemic. Ms. Uttaro acknowledged that library performance metrics are skewed right now. She further explained that she and her management team are encouraging everyone to take a critical look at their program offerings and delivery methods. In many ways the pandemic has forced librarians to come up with creative solutions to reach patrons. Ms. Uttaro believes some of these methods will continue even when in-person programming is available again. Dr. Knapp then asked about the lack of statistics from the Barnard Crossing and Mumford branches. Ms. Uttaro confirmed these branches remain closed.

Next, Mr. Brandt asked about the 1-hour restriction for library use. Mr. Traub explained that we use a software to restrict user PC access to one hour.

MCLS Office & Central Library

Mr. Traub offered to answer any questions on his written report. Ms. Stockman asked about the expanded Children's Area at the Greece Library. Mr. Traub explained that the construction is not completed. Ms. Stockman then asked about Mr. Traub's meeting with Representative Joe Morelle. Mr. Traub explained that his role as the Library Key Congressional Contact is to maintain regular communication with Congressional Representatives. This meeting focused on sharing the experiences of libraries during the pandemic, and to discuss two pending bills, the Library Stabilization Act and the State Operations Stabilizations Act. Ms. Stockman also asked for more information on the new minimum standards for libraries that go into effect in 2021. Mr. Traub shared that the minimum standards will be discussed in depth at the annual Director's Retreat in January and that in speaking with several library directors, the standards seem straightforward and easy to comply with. Mr. Traub then shared that the Cares Act is providing MCLS with \$57,000 to help prepare for and respond to the coronavirus pandemic and address digital inclusion.

Executive Session

A MOTION WAS MADE BY Mr. Lovenheim AND SECONDED BY Mr. Corcoran to move into executive session. THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE BY Mr. Yust AND SECONDED BY Mr. Lovenheim to move out of executive session. THE MOTION PASSED UNANIMOUSLY.

Other Business

None.

Adjournment

A MOTION WAS MADE BY Dr. Knapp AND SECONDED BY Mr. Yust to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY, and the meeting was adjourned at 1:45 p.m.

Respectfully submitted,
Patricia Uttaro, Secretary