



**Meeting of the MCLS Board of Trustees  
Central Library, Kusler-Cox Auditorium  
January 23, 2023  
Minutes**

- Trustees Present:** Gary Brandt, Christopher Corcoran, Peter Knapp, Amy Moffitt, Mack Smith, Marjorie Shelly, Erick Stephens, Suzanne Stockman (quorum present)
- Trustees Excused:** Emily Hessney Lynch
- Trustees Unexcused:** Kimberly Brown
- Staff and Guests:** FFRPL Executive Director, Donna Borgus; County Law Liaison, Don Crumb; County Office Liaison, BJ Scanlon; staff members Brie Harrison, Debi Mansour, Jennifer Smathers, Patty Uttaro

**Call to Order**

Ms. Stockman called the meeting to order at 12:02 p.m., welcomed trustees, staff, and guests, and confirmed a quorum was present.

**Public Comments**

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

**Meeting Minutes**

Rev. Smith MADE A MOTION to approve the minutes of the November 21, 2022, meeting as presented. THE MOTION PASSED UNANIMOUSLY.

**Claims**

Ms. Harrison reviewed the financial claims with the trustees and offered to answer questions. Dr. Knapp MADE A MOTION to approve the claims as presented. THE MOTION PASSED UNANIMOUSLY.

**MCLS-RPL Service Agreement**

Ms. Smathers reviewed the item with the trustees. Rev. Smith MADE A MOTION to approve an MCLS-RPL Services Agreement for the period January 1, 2023, to December 31, 2024. THE MOTION PASSED UNANIMOUSLY.

**President's Report**

Ms. Stockman reminded trustees to participate in the Trustee Handbook Book Club training. These will count towards the new annual trustee training requirement. Trustees should forward proof of training to Ms. Mansour.

Erick Stephens joined the meeting at 12:09 p.m.

**Collection Diversity Discussion**

Ms. Stockman and Ms. Uttaro reminded the trustees that the MCLS Board can produce something like a position paper or a statement, but the board does not have the authority to set a collection policy across the system. After a discussion on how to move forward with providing guidance and/or encouragement to the system libraries regarding collection diversity, it was decided that President Stockman will contact Trustee Hessney

Lynch to confirm that she would like to participate in an ad hoc committee to develop a statement from the board. Mr. Brandt and Rev. Smith will also serve on this committee.

**Rochester Public Library (RPL) Liaison**

On behalf of Mr. Stephens, Ms. Uttaro reported that the RPL Board elected new officers. They discussed the formation of a Community Advisory Board for the Local History Division’s Archive of Black History and Culture. They also discussed the elimination of late fees for all RPL materials. Currently, there are no late fees on Children’s and Teen materials.

**Rochester Regional Library Council (RRLC) Liaison**

Dr. Knapp reported that the RRLC Board received an update on the Brand Platform and Communications Project.

They also approved RRLC Action and Innovation Awards for the Finger Lakes Emerging Leaders Course by MCLS and OWWL, and Project Eats by Wood Library.

The board approved Connections and Access Grants for an Audio Visual Conversion Project by Livingston County Historian and Item Level Metadata for Postcard Collection by RPL.

The board approved several new committee appointments and the following upcoming events: the Annual Celebration of Library Awards via Zoom at 10:00 on May 4, the Annual Meeting in person at 3:00 on May 11, and an RRLC Social Event on May 25, time and details will be shared later.

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

Ms. Borgus invited everyone to review and share FFRPL’s Annual Report for FY2021-22 available on their website. She reported that the Annual Campaign is performing well, and she shared some notes of thanks from donors.

FFRPL has recently submitted grant proposals for various library needs totaling over \$115,000.

After meeting with two current donors, Borgus received notification of each of their intended planned gifts. The FFRPL recently processed the receipt and release for an estate bequest of \$151,507.

She reported that the library store closed its doors for the last time in its current location on Thursday, December 22. It will be closed the entire month of January to execute its move, with an anticipated re-opening in the new location (the nearby glass-enclosed room) on February 1st. All the books remaining in front of the bookstore are advertised as “free giveaways” from January 4th until gone.

She reviewed the upcoming calendar for Tuesday Topics and reminded trustees to attend if they can.

Next, she shared that the Tummonds Committee met on January 19, 2023, and approved the allocation of \$285,333 to eligible libraries in the MCLS, OWWL, and Nioga Library Systems. The required annual reports from the libraries are due by February 15, 2023, to be eligible for the next cycle of grants.

**Board Committee Reports**

Ms. Moffitt reported that the Personnel Committee has started preliminary work on the Director succession planning. They will begin meeting with the RPL Personnel Committee in the next few months.

### **Director's Report**

Ms. Uttaro offered to answer questions about the written report. She reported that the County awarded the County Historian Services contract to RPL for a one-year term. The RPL will be relocating the collection from St. John Fisher College to the Central Library. They will also hire a consultant to study the feasibility of a joint County-City Historian's office.

Next, she asked Mr. Crumb to explain what would be required for a trustee to participate remotely in a board meeting. Mr. Crumb explained that a board needs to have an in-person quorum and trustees must have extraordinary circumstances preventing their in-person attendance to be eligible to participate remotely. Ms. Mansour added if a trustee is permitted to participate remotely, then the entire meeting must be recorded, posted to the website within five days, and maintained online for five years. The board will also have to make certain that the public has access to the meeting via Zoom and that all trustees participating in person and virtually can be seen, heard, and identified. In addition, the Board will need to prepare a resolution allowing remote participation and then hold a public meeting on the resolution to allow feedback before passing it.

Next, the trustees discussed the option of moving the meeting time to make attendance easier for people with daytime commitments. After a discussion of the pros and cons of a later afternoon meeting time, it was decided that Ms. Mansour would send a poll to the trustees asking if they are in favor of changing the time, what times would work for them, and are they in favor of pursuing the remote meeting option.

### **MCLS Office**

Ms. Smathers offered to answer questions about the written report. She reported that the in-district advocacy visits with local legislators have been going well and the legislators have been receptive to the messages from the libraries. She also offered to share the one-page document they have been using in the meetings.

Next, she shared that approximately eight people have completed their MCLS Passports by visiting all the member libraries in the Monroe County Library System.

### **Central Library**

Ms. Smathers offered to answer questions about the written report. She reminded everyone that the RPL e-sports team, The Liberators, will be playing against the Rochester Police Department on January 25. Everyone is welcome to view the stream on Twitch.

In the Shipping Department, Dan Maneiro will be starting in February as the new supervisor.

### **Other Business**

Mr. Brandt asked about a Sister Libraries program similar to the Sister Cities program. Ms. Uttaro explained that a program had started many years ago, but due to staff moving on to other positions, the program was unable to be maintained. She further stated that MCLS does not have the resources to lead an effort at this time, but it can be something to consider in the future.

### **Adjournment**

Rev. Smith MADE A MOTION to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY, and the meeting was adjourned at 1:25 p.m.

*Patricia Uttaro, Secretary*