



**Meeting of the MCLS Board of Trustees  
Central Library, Kusler-Cox Auditorium  
March 20, 2023  
Minutes**

**Trustees Present:** Gary Brandt, Christopher Corcoran, Emily Hessney Lynch, Amy Moffitt, Mack Smith, Marjorie Shelly, Erick Stephens, Suzanne Stockman (quorum present)

**Trustees Excused:** Peter Knapp

**Trustees Unexcused:** Kimberly Brown

**Staff and Guests:** County Law Liaison, Don Crumb; County Office Liaison, BJ Scanlon; staff members Jennifer Byrnes, Brie Harrison, Debi Mansour, Patty Uttaro

**Call to Order**

Ms. Stockman called the meeting to order at 12:04 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 February 16, 2023, meeting as presented. THE MOTION PASSED UNANIMOUSLY.

**Claims**

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

**Use of Automation Trust Fund, IBM Cognos Analytics**

Ms. Harrison explained that Cognos is a reporting tool offered with CARL that will greatly improve our reporting and analytics capabilities.

Ms. Moffitt and Mr. Stephens joined the meeting at 12:08 p.m.

Ms. Shelly MADE A MOTION to approve the utilization of the Automation Trust fund for \$9,200 for the implementation of the analytics tool, IBM Cognos. THE MOTION PASSED UNANIMOUSLY.

**Approval of Telecommunication Contracts for E-Rate Funding**

Ms. Harrison explained that we are required by the Federal Communications Commission's E Rate program to go out for RFP through their system every three years. Four staff members independently review the bids using the matrix established in the RFP process. Rev. Smith MADE A MOTION to approve an agreement for digital transmission services with Crown Castle Fiber, LLC for the services described for the period July 1, 2023, to June 30, 2026, and to approve an agreement for internet services with Crown Castle Fiber, LLC for the services described for the period July 1, 2023, to June 30, 2026. THE MOTION PASSED UNANIMOUSLY.

### **President's Report**

Ms. Stockman passed out three examples of library trustee self-evaluation forms and asked the trustees to review them and think about implementing a self-evaluation process for the trustees and possibly a Board evaluation.

Next, she encouraged trustees to find and watch the Crisis Management webinar produced by RRLC.

She then reported that the Library Trustees Association Section (LTAS) of the New York Library Association (NYLA) presented three Velma K. Moore Awards to recognize the 60<sup>th</sup> anniversary of the award and because the award had not been presented for the last few years due to pandemic disruptions. The awards come with a \$1500 prize that the winner can give to their library or their system, etc. The winners were Island Park Public Library Vice President Joseph Pontecorvo; the Cuba Circulating Library Board of Trustees; and Henrietta Public Library Board of Trustees Secretary Tina Thompson.

She then reported that she and RPL President, Dick Hamilton along with trustee Moffitt have begun the preliminary discussions for Director Uttaro's succession planning. Later this spring, the joint personnel committee will be convened to begin the work.

Lastly, she suggested that based on a previous poll, she would like to recommend moving the meetings to Mondays at 5:30 beginning in May. Mr. Stephens stated he is not able to move a standing 5:00 meeting on Mondays at his job. Ms. Stockman asked Ms. Mansour to send out another poll and include Wednesdays as an option. She reminded everyone that the goal in moving the meeting time is to make it possible in the future for people who may not have flexibility in their schedules to attend board meetings at a time which would conflict less with typical work schedules.

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

Ms. Stockman asked if there were any questions about Dr. Knapp's written report. Mr. Brandt asked about the privacy booths mentioned in the report. Ms. Uttaro explained that the booths are soundproof and have a computer in them. Patrons can use them for private phone calls or online appointments such as telehealth or job interviews. The booths were purchased by RRLC with Federal CARES Act funds.

### **Board Committee Reports**

None.

### **Collection Diversity**

Rev. Smith reported that the ad hoc committee is nearing the completion of a collection diversity statement to share with the entire board.

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

Ms. Uttaro offered to answer questions about the written reports. She stated she will also answer questions for MCLS, and Central Library since Ms. Smathers is out of the office.

In response to a question, Ms. Uttaro shared that Jennifer Smathers' training for library trustees went well.

Mr. Brandt comment on how pleased he is to see that the yearbooks from Benjamin Franklin High School are being digitized but noted that 1939 and 1941 are missing from the list. Ms. Uttaro explained that the Local History Division is always on the lookout for yearbooks to fill in the gaps in the collection.

In response to a question, Ms. Uttaro explained that the decision to stop allowing library books into the Monroe County jail is not the first time there have been access issues. The reasoning for the decision has not been shared, but the Outreach Department is very capable of quickly pivoting the resources to continue to serve the intended populations.

Next, she shared that a reception for The Big Read will be held on Sunday, April 2 from 1:30–3:00 p.m. in the Dyer Arts Center at the National Technical Institute for the Deaf on the campus of Rochester Institute of Technology. All trustees are invited to attend.

She then shared that the MCLS Directors' Council held their annual spring retreat at the Rochester Museum and Science Center last Thursday. The directors went through the Take It Down! program which is a half-day educational program on organizing against racism, centered around the local effort to remove a "pickaninny" panel from Rochester's Dentzel Carousel. Ms. Uttaro is looking for a date in the fall to have the MCLS and RPL Boards attend the program. From the Directors' Retreat, a couple of things came to light. The directors would like to take a holistic look at the language used in social media, websites, and any other communications, to find any instances of language that are creating barriers or promoting bias. A committee will form to undertake this task and then provide recommendations and best practices for system libraries to implement on their own. The second thing that came out is looking at auto-renewals. When this was approved several years ago, it was almost ready for implementation when the Directors' Council reversed its decision based on feedback from some member libraries. Due to the recent move toward late-fees elimination, the topic has come up again. There was also a conversation about the system-wide elimination of late fees. The tide seems to be turning on this topic with more libraries looking at fee elimination. In response to a question, Ms. Uttaro explained that when a library doesn't charge late fees, patrons still receive reminders to return library items and if the items are not returned, the patron will eventually receive a bill for a replacement.

Ms. Uttaro introduced Jennifer Byrnes, the supervisor of the Business Insight Center (BIC). Ms. Byrnes gave a presentation about the services provided in her division and the outreach work done by her and her staff. Trustees asked several questions after the presentation and offered suggestions such as connecting the BIC staff with the Monroe County Bar Association Section for Business Law.

Mr. Stephens left the meeting at 12:48 p.m.

Ms. Moffitt noted that the Brainery did publicize a May 1 start date for providing classes at the Central Library. Ms. Harrison clarified that the agreement is starting as a trial and if all goes well, a more long-term agreement will be made.

### **Other Business**

Mr. Brandt asked for more information about the role of the Personnel Committee in Director succession planning. Ms. Stockman explained that right now, the Presidents of the RPL and MCLS Boards, and the Chair of the MCLS Board's Personnel Committee are meeting to set the framework for the full joint-personnel committee. They will be meeting with a specialist from the Rochester Chamber of Commerce to gain some insight into the different succession planning options available. The full committee will begin meeting later in the year.

**Adjournment**

Rev. Smith MADE A MOTION to adjourn the meeting. THE MOTION PASSED UNANIMOUSLY, and the meeting was adjourned at 12:58 p.m.

*Patricia Uttaro, Secretary*