

TOMPKINS COUNTY PUBLIC LIBRARY
DRAFT MINUTES OF THE BOARD OF TRUSTEES
July 22, 2008

TCPL Board members present: Henrik N. Dullea, President; Eric Acree, Susan Currie, Nathan Fawcett, Michael Hall, Barbara Page, Rochelle Proujansky, Marcy Rosenkrantz, Chris Sanchirico, John Vineyard, David Weil

Board members absent: Tom Colbert, Richard Driscoll, Michel Stamm, Nancy Schuler

Also present: Rosemarie Rice, Assistant Director; Suzanne SmithJablonski, Executive Director, TCPL Foundation; Jean Stewart, Library Secretary; Carolyn Brown, Technical Services; Jon Long, Circulation; Joyce Wheatley, Library Webmaster

STAFF PRESENTATION

Joyce Wheatley, Library Web Manager, made a presentation to the Board. Wheatley explained that most of the current Library homepage was created by Jennifer Schlossberg. Attention was directed to a projection of the webpage where she showed the items located at the top of the page, which include "Ask a Librarian", "My Account" and "Renew Materials". She briefly described the function of each category.

Wheatley directed attention to the "In the Spotlight" frame on the right side of the page, which shows current and coming events happening at the library. The columns in the center are geared towards specific user information such as "For Readers", "For Donors & Supporters", and "Download audio books, ebooks & music". She pointed out that Adelle Leise created the "For Teens" section. The "Calendar of Events" is in the middle of the page, which also shows various services the library provides, along with the different Reference and Research categories available.

Wheatley read a favorable comment about the library's website from a Librarian in Birmingham, Alabama. This Librarian stated that she was very impressed with how

our webpage was geared towards youth and teens, and that it gave her a lot of great ideas on how to enhance her library's youth webpage.

Wheatley said that she believes the primary goal of the website is to create and maintain a channel of communication between the library and its patrons. Links to Finger Lakes Library System, sign ups for events, placing holds on books, donating money, or finding subject and research guides, are just a few of the available services provided by the webpage. Wheatley shared statistics showing how the number of hits to the website has risen over the last 14 months.

The Board gave kudos to Joyce Wheatley and all the staff who have contributed to the development of such a great web page that goes so far to improve interaction with the public.

A quorum was present and the meeting convened at 4:31 p.m.

APPROVAL OF AGENDA

The following modifications were made to the Agenda: The next Board of Trustees meeting will be held August 26, 4:00 - 6:00 p.m. The joint meeting with the Foundation will be held September 8, 5:00 - 6:00 p.m.

With these changes **MOTION** was made by Weil, seconded by Rosenkrantz; approved unanimously.

PUBLIC COMMENTS

None

ACTION ITEMS

MOTION to approve the Minutes of June 24, 2008 was made by Weil, seconded by Rosenkrantz; approved unanimously.

MOTION to approve the Minutes of the Special Board of Trustees meeting that was held July 8, 2008 was made by Proujansky, seconded by Currie; approved unanimously.

MOTION by Fawcett, "I, Treasurer Nathan Fawcett, in keeping with New York State Education Law, certify that I have reviewed all vouchers presented for payment, and that all disbursements are within the approved operating budget of the library, and therefore recommend that the Board of Trustees approve for payment July 2008 bills in the amount of \$165,992.77, listed in Abstracts 21, 22 and 23". Approved unanimously.

Fawcett reviewed the budget request, which is to be submitted to the County Legislature this month. He discussed the Over Target Requests, which include a request that the one time \$25,000 for acquisitions provided by the County in 2008 be made permanent funding in 2009. In addition the staff needed to purchase and process the materials are included in this request. Also included are funds for technology for the scheduled replacement of computer hardware and the three way proposal with the County, the City and the Town of Ithaca for Sunday hours.

MOTION from the Finance and Personnel Committee for final approval of the budget requests; approved unanimously.

FOUNDATION REPORT

Smith Jablonski reported that outreach to local businesses for the Summer Reading Program have been made to approximately 250 businesses. Smith Jablonski passed around the packet of information that was sent out to local businesses. Follow-up phone calls will be made to those businesses that have not yet responded. Board members were asked to assist with the follow-up calls. The Foundation anticipates that around 1000 children will complete the program. There may be an event recognizing the sponsors based on the response.

There will be an appeal campaign from September through December. Mack and Carol Travis will chair the annual appeal. There may be a kick off event for which the Foundation will handle the publicity. The Foundation is requesting that the Board members participate in the appeal.

Smith Jablonski reminded the members that there will be a discussion and book signing on Saturday, August 16 at 1:00 p.m. by Pulitzer Prize winner John Matteson, author of "Eden's Outcasts".

ASSISTANT DIRECTOR'S REPORT

Rice reminded Board Members of the Community Read Kick-off on Saturday, July 26 here at the Library beginning at 1:00 p.m. with Jan Turnquist, from Orchard House, the home of Louisa May Alcott.

Rice mentioned the "Diesel the Tail Waggin Tutor" program, which will be held on Wednesday, July 23. This is a trial program that will be held two times in August and two times in September to determine the level of interest. Diesel is a therapy dog and children are invited to come to the library to read to him.

The Communications Committee met on June 26. The library staff has been invited to offer better names for the TCPL staff site. A vote will be taken at the next general staff meeting. The possibility of having a large screen monitor at the library entrance was also discussed.

Rice reviewed the monthly incident reports. The Patron Comments and Media articles were distributed for review.

PRESIDENT'S REPORT

None

COMMITTEE REPORTS

TECHNOLOGY COMMITTEE - Weil reported that the committee concluded that a more detailed examination of the proposed strategic marketing recommendations relating to technology is needed from the Public Information committee.

The focus of the Disaster Recovery Plan is to record knowledge of what we have, knowing who to call for recovery and ensuring that our data is recoverable. He said that all technology contracts should be reviewed to see how they would recover data.

The acquisition of a Microsoft 2007 upgrade is being discussed.

LIBRARY SERVICES - Rosenkrantz reported that the July 1 meeting of the Library Services and Public Policy committee included a discussion of the challenge

to library materials process. There have been 6 challenges since 2003, which were resolved by letters from Steiner. The name "Patron Comments" on the library materials form was changed to "Patron Challenge to Library Materials Policy". Currently, this form is part of the Library Collection Development Plan. The appeal form should be a separate document, in addition to being embedded in the development plan.

Rosenkrantz attended the Long Range Planning committee meeting on behalf of the Library Services committee. She reported that concerns about the technological needs of the library have not been taken into consideration in determining future space needs.

After a proposal from the Foundation, it was determined that a coupon, certificate or voucher should be given to donors of \$1,000 or more. It would be worth one free use of the Borg Warner room for a 3 hour block of time during library hours. Investigation into a reciprocal arrangement between TCPL and South Central Regional Library Council use of the Borg Warner room continues.

Board members discussed a proposal that Steiner received from a photographer concerning the display and sale of his pictures in the library. Weil said that this would not be appropriate. Sally Grubb will be brought into discussions regarding the impact of this proposal.

The Martin Luther King trail will be added to the agenda for the next meeting of the committee which is scheduled for September 2, 3:30 - 5:00 p.m. Acree asked that the Martin Luther King Jr. Community Read also be added to the discussion.

LONG RANGE PLANNING COMMITTEE - Page reported that space needs have been evaluated and we are expecting a final report from QPK. Colbert and Steiner have met with several coffee vendors concerning providing coffee services to patrons in the library.

FINANCE & PERSONNEL COMMITTEE - The committee met on July 14. Fawcett reported a agreement that succession planning is very important as a preventive tool. Trustees will be asked for their views and input concerning strategic financial planning.

Dullea agreed that succession planning is very important and he is delighted that the Finance & Personnel committee is picking up this responsibility. He said that the notes Steiner distributed at the committee meeting were a very good start.

NOMINATING COMMITTEE - No report.

LIAISON REPORTS

There were no meetings in July. Fawcett reported that the Book sale site is very busy. There are a lot of volunteers and books.

EXECUTIVE SESSION

MOTION by Fawcett, seconded by Vineyard to go into executive session; approved unanimously.

At 5:30 p.m. the Board moved into Executive Session for the purpose of an update on collective bargaining issues.

The Board came out of Executive Session at 5:52 p.m.

ADJOURNMENT

MOTION BY Rosenkrantz, seconded by Hall to adjourn; approved unanimously.

Meeting adjourned by 5:52 p.m.

Recorded by Jean Stewart
Library Secretary

Endorsed by Thomas Colbert
Secretary of the Board