

TOMPKINS COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
May 27, 2008

TCPL Board members present: Henrik N. Dullea, President; Eric Acree, Tom Colbert, Richard Driscoll, Nathan Fawcett, Barbara Page, Rochelle Proujansky, Marcy Rosenkrantz, Chris Sanchirico, Nancy Schuler, Michael Stamm, John Vineyard, David Weil,

Board members absent: Susan Currie, Michael Hall

Also present: Janet Steiner, Library Director; Rosemarie Rice, Assistant Director, Jean Stewart, Library Secretary; Carolyn Brown, Library Clerk

Meeting convened at 4:08 p.m.

APPROVAL OF AGENDA DOC 08-61

The Agenda was amended as follows:

President Dullea announced his intention to focus a large part of the meeting on the Strategic Plan, and that there would be an Executive Session after the meeting to discuss collective bargaining.

A revised version of DOC 08-73, May 6, 2008 Minutes of the Library Services and Policy Committee, and DOC 08-78, May 22, 2008 Minutes of the Long Range Planning Committee, were added. Page requested time to speak about the Library Art Committee.

MOTION by Fawcett to approve the revised agenda, seconded by Vineyard; approved unanimously.

PUBLIC COMMENTS

None

STAFF PRESENTATION- Pages Jackie Bacorn and Marie Quick described the duties and tasks in a typical day. These tasks include emptying book drops and bins inside the library, sorting and shelving checked in materials, shelf reading to ensure the books are in the correct order on the shelves, and providing on-call services. The on-call Page picks up materials left on tables and in the reshelving bins, straightens tables and chairs, and answers calls from public service desks. Pages are also called upon to do special projects, such as

shifting large areas of the collection, taking care of the periodicals, and searching the shelves for missing items.

A tour of the library led by Circulation Coordinator Jon Long, and Senior Library Clerk Beth Killheffer, followed that demonstrated the many different collections and formats in the library. Each required special knowledge to be shelved properly.

President Dullea thanked Marie Quick and Jackie Bacorn for a very informative and great tour as well as congratulations on their combined 58 years of service to the library. An opportunity for staff members to share what they do is quite valuable and the Board would like to express appreciation for all they do.

ACTION ITEMS

MOTION was made to approve the Minutes of April 22, 2008, by Driscoll, seconded by Proujansky with the clarification that Proujansky was speaking "on behalf of the nominating committee" with regard to Chris Sanchirico; approved unanimously.

Audit of Bills -April-May 2008

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 April and May 2008 bills in the amount of \$302,383.02, listed in **Abstracts 14, 15 and 16**". Approved unanimously.

NYS Aid Grant Application DOC 08-64

Steiner reviewed the NYS Central Book Aid (CBA) and Central Library Development Application (CLDA). There are two components that the library must apply for annually. We have received the same amount of \$71,500 for CBA for the last ten years. These funds are restricted and are retained on Finger Lakes Library System financial books. The CLDA grant of \$105,000 is used for the Polaris online catalog and for staff, who are selecting, ordering, processing, and maintaining the CBA collection.

MOTION by Schuler to approve the application, seconded by Fawcett; approved unanimously.

FOUNDATION REPORT

Rochelle Proujansky expressed great appreciation for the help the Foundation the received with the "Inside Story" Lunch held on May 15, 2008. There was great "Friend" raising at the luncheon and this is directly related to the help received. Feedback on the program is welcomed. President Dullea commented that the program was run very efficiently and on time and said it was very, very well done.

DIRECTOR'S REPORT

The reference report now includes Youth Services as well as the Adult Services report. Steiner confirmed that the Youth Services Reference Desk is open the same hours as the Adult Reference Desk. Vineyard suggested next visiting the reference desk for a tour. Rice spoke of recent staff training sessions. Michele Brown, from Cornell Department of Preservation and Conservation, demonstrated how to handle wet materials. She stated that mold sets in within 48 hours of materials getting wet and speedy treatment was critical. The materials used were supplied by the Friends of the Library, and supplemented with discards from the Library.

Selected staff attended basic and intermediate Excel training sessions. Several supervisors attended coaching for performance workshop and received training on Simply Reports. Simply Reports is a new Polaris program that allows staff greater access to data and the ability to create their own reports. The program is user friendly and interactive.

The media report has become quite lengthy. In the future a media folder will be passed around for review. President Dullea commended Steiner and Wheeler for the kind of coverage the library has received in the press recently. Page noted that the public comments were positive as well.

Acree asked about the Community Read. Steiner replied that the Cornell choice is an excellent title, however it is very academic. A complementary title, March, was chosen for a wider audience. The library will be distributing both books to all groups participating in this years' Community Read. More information will be forthcoming shortly.

PRESIDENT 'S REPORT

Thank you to Rosenkrantz for organizing the Board participation in the Friends book sale. It was an enjoyable experience.

Steiner and President Dullea met with Mayor Carolyn Peterson and the several members of the Ithaca Town Board to explore financial activities as requested by the County Legislature. Both the Town and Mayor Peterson granted a considerable amount of time to state our case. President Dullea, Fawcett and Steiner met with the County Administrator to affirm the date for the presentation to the county legislators and to provide him with a status report on collective bargaining.

COMMITTEE REPORTS

TECHNOLOGY COMMITTEE - Did not meet.

LIBRARY SERVICES - Rosenkrantz presented a revised set of minutes. The committee discussed eliminating age restrictions for library cards, and which sections of the strategic plan should be addressed by this committee. Both discussions will be continued at the next meeting.

ART COMMITTEE - Page stated that the Art Committee will inventory the art works owned by the library and a brochure highlighting the location of the art work, and the name and residence of the artist, is under discussion. She also stated that the Library currently has 3 works of art on long term loan.

LONG RANGE PLANNING COMMITTEE - Page reviewed several strategic objectives in the Strategic Plan which are either the responsibility of the board or a board committee. The board agreed to the following: Long Range Planning Committee will take up issues of collection growth and work with QPK on the resulting space needs analysis. The Public Information Committee will implement the strategic marketing plan. This includes coordinating with the Foundation and Friends to send the same message. This committee will also develop a plan to enhance effective working relationships with legislators. The Finance and Personnel Committee is charged with cultivating a positive relationship between labor and management. This includes developing a strategy for contract resolution and protocol for staff-board interactions. Development of a long-range financial plan is also an important task. Impending senior staff retirements will require succession planning

FINANCE & PERSONNEL - Fawcett noted that the audit is completed with feedback from the auditors that the Library's finances were "accurately set forth". They provided an unqualified opinion which is important for the public trust.

PUBLIC INFORMATION -Stamm stated that the committee met with HL&W and asked them to make some changes to the Strategic Marketing Plan draft

NOMINATING COMMITTEE - Did not meet.

LIAISON REPORTS - Fawcett announced that another successful sale was conducted by the Friends. The revenue was not as good as last year's spring sale. They will be open to receive items starting May 31, 2008. The fall sale is October 11-13, 18-20, 25-28. Please keep dates open to volunteer at the sale. Rosenkrantz suggested keeping 10/13, 10/20, and 10/26 open for the Trustees.

There is a video clip of Paula Poundstone on the Friend's website promoting libraries and the Friends.

COUNTY - Sigler - no report.

EXECUTIVE SESSION

MOTION by Driscoll, seconded by Stamm to go into Executive Session; approved unanimously.

The Board came out of Executive Session at 6:12.

MOTION to come out of executive session and to adjourn the meeting by Driscoll, seconded by Vineyard; approved unanimously.

Recorded by Jean Stewart
Library Secretary

Endorsed by Thomas Colbert
Secretary of the Board