

TOMPKINS COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES  
January 27, 2009

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

Board members absent: Thomas Colbert, Susan Currie

Also present: Janet Steiner, Director; Rosemarie Rice, Assistant Director; Jean Stewart, Library Secretary; Susanne Smith Jablonski, Executive Director, TCPL Foundation; John Cohen, Volunteer Coordinator

Meeting convened at 4:03 p.m.

APPROVAL OF AGENDA DOC 09-1

The following modifications were made to the Agenda: The Approval of Bills for December 2008, and January 2009 were added. President Dullea asked that five minutes be taken by the board members to schedule the various committee meetings for 2009; Dullea also stated that he would like the board to move into Executive Session at the end of the board meeting.

**MOTION** by Fawcett, seconded by Rosenkrantz to approve the agenda with the above modifications. Approved unanimously.

PUBLIC COMMENTS

None

STAFF PRESENTATION

John Cohen, Library Volunteer Coordinator, made a presentation to the Board. Cohen noted that the number of volunteer hours increased by 21% in 2007 and sustained this increase in 2008. Volunteers contributed 7145 hours and at the wage equivalent of a Page, this labor would cost the library about \$91,000.00, plus benefits. The library has 75-85 active volunteers, and about 150 volunteers over the course of a year; both short- and long-term. The majority work in the Circulation Department. It is difficult to

place workers in the Technical Services Department and the Adult Services Department, due to the specialized nature of the tasks they require.

Cohen has increased the volunteer's social connection with the library by having a joint volunteer recognition event with the Friends of the Library, TCPL Foundation, and the Finger Lakes Library System. The library will hold its annual volunteer recognition event in April. He ideally would like to have an event every quarter.

TCPL works with Experience Works, RSVP, Challenge, Workforce NY, and Youth Employment Service, who each place volunteers with various needs.

Cohen plans to improve the way the library utilizes volunteer services by examining the greeter position to make it more effective. Establishing procedures for drop-in volunteers and for those who ask to work on specific tasks is also one of his goals. He also is in the process of developing job descriptions for the various duties of volunteers, which would improve advertisement of volunteer opportunities on the library website.

President Dullea thanked John for his presentation and noted the importance of having the volunteers here at the library.

Michael Hall arrived at 4:35 p.m.

## ACTION ITEMS

### APPROVAL OF DRAFT MINUTES DOC 09-2

With the addition of the APPROVAL OF BILLS caption, **MOTION** by Schuler, seconded by Stamm, to approve the Minutes of November 25, 2008; approved unanimously.

### APPROVAL OF DRAFT MINUTES DOC 09-3

The following revisions were made to the Minutes of December 16, 2008: correction of a misspelled word, a revised sentence in the Nominating Committee Report; the Technology Committee did meet. **MOTION** by Weil, seconded by Proujansky to approve the Minutes of December 16, 2008; approved unanimously.

APPROVAL OF BILLS

**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 December 2008 bills in the amount of \$302,823.36, listed in Abstracts 39 and 40. I also recommend that the Board of Trustees approve for payment January 2009 bills in the amount of \$81,451.74 as listed in Abstracts 1, 2 and 3", seconded by Rosenkrantz; approved unanimously.

FOUNDATION REPORT

Smith Jablonski mentioned that the Foundation office has four volunteers who work 30 hours per week on various projects. She thanked the Board of Trustees for their participation in the Johnson Art Museum event, which drew 60 people. The Foundation hosted a Chamber of Commerce Before Hours event and tour of the Library that was well attended. She invited board members to the First Friday tours, the next of which will be on February 6<sup>th</sup> from 9:00 - 10:00 a.m.

Rosenkrantz stated that February is Library Lovers Month and eight bookstores in Ithaca will be having a Book Fair from February 26 through March 1. A percentage of the proceeds from sales made with an accompanying voucher will come to the Foundation for the benefit of the library. Some stores will have a table at which we can promote the library. She would like board members to participate in staffing the table. More information will be coming for sign-ups.

Smith Jablonski directed the Board's attention to DOC 09-04, a draft of the TCPL Foundation 2009 Giving & Sponsorship Opportunities. She asked for the Board's endorsement; all concurred with the document. She also invited them to host a table of ten people at the "Inside Story" luncheon that will be held in May. She will confirm the date of the event in a few weeks.

Acree joined the meeting at 4:55 p.m.

### DIRECTOR'S REPORT

Steiner summarized the 2009 Library Director's Workplan, and the 2009 Priorities and Strategies for the library, and asked for comments or suggestions.

Rice announced that Staff Development Day would be on February 27<sup>th</sup>. The training will include Microsoft Office 2007 training and viewing of the "Right to Know" video that is required by Tompkins County in the morning; and in the afternoon, individual departments will work on their own projects.

Rice also mentioned "Telephony", which is a Polaris system feature that will automatically contact patrons who have holds or overdue items; it will be up and running within the next month.

Rosenkrantz commented that the Reference Desk was very helpful when she could not access a recommended database from home. She would like to have the library reinforce to patrons that help is available in those types of situations.

### PRESIDENT'S REPORT

President Dullea passed around letters from New York State Senators Michael Nozzolio and James Seward thanking the Library Director for her letter regarding proposed reductions in library state aid. He also shared a letter from the New Roots Charter School who would like to make a presentation to the library.

### COMMITTEE REPORTS

*Technology* -Will meet the second Tuesday of each month, with the first meeting scheduled for February 10<sup>th</sup> at 4:00 p.m.

*Library Services & Policies* - Will meet the first Wednesday of each month at 2:00 p.m. with the first meeting scheduled for February 4 at 2 p.m.

*Finance & Personnel* - Will meet the second Wednesday of each month, with the first meeting scheduled for February 11<sup>th</sup> at 4:00 p.m.

*Public Information & Advocacy* - Will meet on the fourth Tuesday of each month at 3:00 p.m. The committee met today and discussed the Strategic Marketing Plan and plans for the external marketing campaign. Chair Rosenkrantz redistributed, for the board's convenience, the plan to meet with each county legislator during January and February.

*Library Art Acquisitions* - Will meet on the second Monday of each month but there will be a meeting on Thursday, January 29 at 4:00 p.m. There will be meetings on March 16<sup>th</sup> and April 13, at which time the meeting schedule will be re-assessed.

*Nominating* - The committee will meet as needed.

### LIAISON REPORTS

Friends. Fawcett reported that a lot of books were coming in for the Spring Book Sale. The enhancements to the heating system have made it much more comfortable to work.

### EXECUTIVE SESSION

At 5:28 p.m. **MOTION** was made by Schuler, seconded by Weil, for the board to move into Executive Session for the purpose of discussing collective bargaining issues. Approved unanimously. At 6:08 p.m. **MOTION** by Schuler, seconded by Acree to move out of Executive Session. Approved unanimously. On a **MOTION** by Hall, seconded by Rosenkrantz, approved unanimously, the meeting was adjourned at 6:08 p.m.

---

Recorded by Jean Stewart  
Library Secretary

---

Endorsed by Thomas Colbert  
Secretary of the Board