

TOMPKINS COUNTY PUBLIC LIBRARY  
BOARD OF TRUSTEES  
TUESDAY, APRIL 22, 2025  
**4:00 – 6:00 pm**

**CALL TO ORDER**

**4:00pm**

A. **APPROVAL OF THE AGENDA**

DOC 25-22

B. **PUBLIC COMMENT**

C. **CONSENT AGENDA**

**4:10pm**

1. The board ratifies the reclassification of the Business Manager to a 40 hour per week exempt position
2. A list of staff who have been terminated, resigned, and retired since 2023\*
3. Draft Minutes of March 25, 2025
4. Acceptance of Resignation

DOC 25-23

DOC 25-24

DOC 25-25

D. **Audit of Bills**

Operating Budget in the amount \_\_\_\_\_

E. **DIRECTOR'S REPORT**

**4:20pm**

F. **PRESIDENT'S REEPORT**

**4:30pm**

G. **LIAISON REPORTS**

**4:40pm**

1. County – Rich John
2. Foundation – Kerry Barnes
3. Friends – Nina Scholtz

H. **WRITTEN REPORTS**

1. April Staff Report
2. February Monthly Statement\*
3. March Monthly Statement\*
4. Executive Session minutes
  - a. Minutes of March 11,2025
5. Finance & Personnel Committee
  - a. Minutes of March 18, 2025\*
  - b. Minutes of April 15, 2025\*
6. Library Service & Policy Committee
  - a. Next meeting is May 6, 2025
7. Community Relations and Outreach Committee
  - a. Minutes of April 1, 2025

DOC 25-26

DOC 25-27

DOC 25-28

DOC 25-29

DOC 25-30

DOC 25-31

DOC 25-32

\*Will be distributed at April Board Meeting

- I. EXECUTIVE SESSION to discuss confidential personnel matters, and collective bargaining

NOTE: In order to expedite the routine business of the board, please call Director Susan Currie (scurrie@tcpl.org) with any questions that you may have about the information items prior to the board meeting.

**REMINDER:**

**DATE OF NEXT BOARD MEETING**  
**MAY 27, 2025**

TOMPKINS COUNTY PUBLIC LIBRARY  
DRAFT MINUTES OF THE BOARD OF TRUSTEES  
MARCH 25, 2025

TCPL Board Members Present: Kathy Weinberg, President; Lis Chabot, Darrell Long, Shelly Wong, Christina Brewington, Nina Scholtz, Jason Moore

Also Present: Tonya VanCamp, Business Manager; Kerry Barnes, TCPL Foundation Executive Director; Mary McKeon, Administrative Manager; Judd Karlman, AS Dept. Head; K. Savage, YS Dept. Head; Brian Sasser, Communications Manager; Rich John, County Legislator; Susan Currie, County Legislator

With a quorum, the meeting convened at 4:01 p.m.

CALL TO ORDER

APPROVAL OF AGENDA DOC 25-15

A **MOTION** was made by J. Moore and seconded by C. Brewington to approve the agenda. Approved unanimously.

PUBLIC COMMENT

The following attended the meeting and addressed the board:

Rebecca Costello  
Charles Wells  
Jeremy Jordan  
Alison Sepos  
Shelby Buche

CONSENT AGENDA

APPROVAL OF LIBRARY STAFF HIRES AND PROMOTIONS 2022-2025 DOC 25-16

APPROVAL OF FEBRUARY 25, 2025 MINUTES DOC 25-17

A **MOTION** was made by J. Moore and seconded by D. Long to approve the consent agenda. Approved unanimously.

APPROVAL OF THE BILLS

I, Treasurer, Lisabeth Chabot, in keeping with New York State Education Law, certify that I have reviewed payroll #5 dated 3/6/25 and #6 dated 3/20/25 totaling \$119,795.93. 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 March 2025 bills in the amount of \$163,301.56 as listed in Abstracts #7, #8 and #9.

### PRESIDENT'S REPORT

K. Weinberg assured everyone that the board has a timeline for some of the work ahead of them. The interim will start April 1, through September 30<sup>th</sup>.

### VICE PRESIDENT'S REPORT

D. Long reported that he has 25 years of cyber security experience and he will be ensuring that staff have the correct permissions for share point. He looks forward to working with the interim director.

### LIAISON REPORTS

**County-** R. John recommended the board have a resolution for the resignation of Leslie Tabor

**Foundation** – The annual audit has been completed. Liquid State Brewing Company will host our third Silent Reading Party, April 6<sup>th</sup>.

**Friends** – The Friends are coming up to the point in the cycle to begin the sale. They will pause accepting donations and will start accepting donations June 7<sup>th</sup>. Library Day is April 23 & 24 and the first day of the sale is May 3<sup>rd</sup>.

**MOTION** to adjourn meeting by D. Long and seconded by J. Moore at 5:14 p.m. Carried unanimously.

### EXECUTIVE SESSION

A **MOTION** was made by S. Wong and seconded by D. Long to move into Executive Session at 4:31pm . Approved unanimously.

A **MOTION** was made by D. Long and seconded by L. Chabot to adjourn Executive Session at 5:33pm. Approved unanimously.

Minutes by Mary McKeon  
Administrative Manager

Endorsed by  
Secretary

Resolved, that the Board of Trustees of Tompkins County Public Library do hereby accept the resignation submitted by Leslie Tabor from the office of Director of the Tompkins County Public Library, effective March 17, 2025.

## APRIL MONTHLY STAFF REPORT

### Director's Report

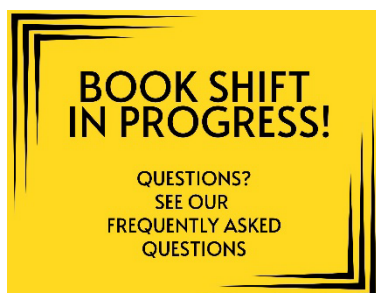
*Susan Currie*

I began as Interim Director on April 1, 2025 and have been taking this first month to connect with staff and learn about changes in the library since I last worked here. I have been learning about the RFID system for circulation, and attended a Circulation department meeting where there was a robust and interesting discussion about procedures for "in-transit", lost items and claims returned items. There was also an update about the Library of Things, which is very popular. I also had the opportunity to observe the Discovery Trail's program in Youth Services and in meeting with the Head of YS, learned about the planning for the Summer Reading program. I have also been learning about the upgrades and changes in technology at TCPL. I have been working with department heads on what's new in their departments, and we have had a number of productive leadership team meetings. I will be meeting with every staff member to learn more about their duties and to hear what questions they have. I have also worked with the Finance & Personnel Committee on their planning for the search for the next director. The Business Manager and I have met frequently on the implementation of Forework and finances in general, particularly in reviewing CLA and collections purchasing.

### Adult Services

*Judd Karlman*

#### Adult Services Department Board Report April 2025



#### On the Shelves

Sophia McKissick started processing materials in March. Since then, she has cleared out the backlog of AV materials and adult graphic novels: 128 DVDs/Blu-rays, 38 CDs, 28 audiobooks, and 125 graphic novels. She is now working her way through the backlog of YA graphic novels.

Adult Services staff, led by Meghan Molloy, are making great progress on The Shift – we are currently working on getting the 700s into the alcove and it's looking nice!

#### MakerSpace

The first two sessions of the Makerspace Mending Meet Up led by Dr Susan Ashdown have gone well, welcoming 13 people the first time, and 7 the next. Cady has overheard patrons raving about the sessions to other patrons in the library! There is one additional session in May.

The new Wednesday session in the Makerspace from 11-1 has been joyfully received by older patrons. We thought that this

*The signs we have up to explain temporarily empty shelves from The Shift.*

population would appreciate a daytime session, and we were right! Lots of sewing, laughs, and laser cutting has been done. Several residents of McGraw House have joined for multiple weeks in a row, having learned about the session from Cady and Meghan's Maker on the Move project.

Josh Burns offered a few items he helped patrons create, illustrating the amazing array of creative endeavors supported in the MakerSpace:

- Helped a patron sew a zipper back on their jacket.
- Assisted a patron with 3-D printing parts for a device that helps regulate water distribution for crops.
- Laser etched aluminum mugs for a local business owner.

## **Access Services**

### **April 2025 - Circulation Board**

**Report** Kate DeVoe, Circulation

#### **Manager Programming & Outreach**

Tom brought back our Technology Basics One-on-One program on April 1! Tom is coordinating the program with two skilled program partners to offer help with basic technology topics, such as using email, searching the internet, or borrowing eBooks. We're currently offering three one-hour sessions per week.

Ally is hard on work on the Gay Agenda: a series of Pride events kicking off June 7 with a Gender Affirming Closet program and Resource Fair, followed up by a series of events June 9 – 11 focusing on allyship and support with Ithaca College, gender-affirming care with Planned Parenthood, and identification with LawNY. TCPL is for everyone and remains a safe and supportive space for ALL.

Mel, Brian, and Kate are planning a Library Design Contest to celebrate TCPL's 25<sup>th</sup> anniversary on Green Street. We will hold a contest for youth and adult card designs, to run concurrently with the Summer Reading Program. Voting will take place in fall, with the winners revealed at the 25<sup>th</sup> anniversary celebrations.

#### **Customer Service**

Ally will be training all staff on inventory using made possible by our RFID system! We are able to “wand” the collection to look for and resolve problems. In this photo, wonderful Mel displays our RFID wand! Shout out to Page Mitchell working in the background.

Katylyn shared this customer service success story:

*Ellen found a hand cross-stitched Winnie the Pooh bookmark that had been accidentally returned in a book. We looked up the patron, who happened to be a library by mail user, and we were able to get it sent back home! Fast-forward to this afternoon, that patron called us here at the library, with a very heartfelt and appreciative thank you to the staff (Us!). She told me her friend had made it for her, and she was so beside herself, thinking it was gone for good. Her call brought some sunshine to my day, and a great reminder that attention to the little things, and great teamwork can really change someone's whole day. I'm as grateful for y'all as that patron is for her bookmark!*

## Youth Services

Kat Savage

### Youth Services Department

### Board Report April 2025

March 2024 Statistics	Programs	Attendance
Totals	<b>87</b>	<b>2,343</b>
First Five Years	15	686
Children (5-11)	25	1,010
Teen (12-18)	39	425
General Interest	8	222

#### Coming Up

Youth Services is currently preparing for **Summer Reading!** Save the date for our Kickoff event, which will be Friday, June 13, from 3-5pm.

We are also thrilled to offer **Building a Strong Foundation: Early Literacy at Home**, a workshop





*Some of our trans and nonbinary staff with our very successful Trans Readathon Display in the Teen Center (March 21-31).*



*The Ithaca Youth Bureau Recreation Support Services was one of the many organizations tabling at our Carl the Collector event...*



*...along with Tompkins County Whole Health, Finger Lakes Independence Center, Healthy Families Tompkins/Schuyler, and Racker.*

for parents and caregivers! The early literacy framework is used in all our first five year programming – and we'll be sharing information and simple ways a child's parent can support their child's development.

In addition to ongoing weekly and monthly offerings, other upcoming special events include:

- College Prep with **Project Level The Field**
- Science Fairs with the **Steminist Movement**
- **Teen Creative Writing Workshops**
- **Tune Together:** Family Concert by IHS Students

### Book Club Update

**Early Reader Book Club** will read *Fergus and Zeke* by Kate Messner and Heather Ross; the **Tween Book Club** will meet to discuss *Max in the House of Spies* by Adam Gidwitz.

### Staff Highlights

**Cassie** helped kick off our first few Kids Discover the Trail! visits, including our adapted tour model. Healthy Families Schuyler/Tompkins visited a recent Baby and Toddler Storytime to provide resources to participants. Cassie also wrote a return letter to Lansing elementary school student, who wrote to us asking what the most popular books are and what we think makes a good writer. (We had to dust off our business-letter writing skills and find a stamp to return the response in kind!)

**Kai**, the KDT Mini-Committee, and YS Staff have already welcomed over 170 kindergarten students from five schools across two districts. She also led our storytime for Fairy Festival, which welcomed over 50 little fairies and their grown-ups for a truly enchanting storytime. Early Reader Book Club read *Starla Jean* and participated in a chicken-hunting



*Bugs inspired by This is NOT My Lunch Box from one of our Story + Craft programs.*



*The annual downtown Fairy Fest inspired a magical storytime and a faerie house craft!*



*March Monster Madness: The Babadook most popular monster among TCPL's teens for 2025!*

activity. Activities such as these help beginning readers make connections to stories and real life!

**Milly** led our April Animal Sleepover Storytime, and especially enjoyed thinking about what adventures the stuffies should have after hours. Milly is also our Non-Fiction Selector, a deeply nuanced collection that also requires reporting to various gift donors who help support us. Lastly, she also attended a ESLN webinar educating library workers about current events impacting our patrons, and shared information at multiple department meetings.

**Woody** arranged and led our first Family Film Screening in late March, and 28 people of all ages came out to watch *Bad Guys*. I heard a lot of positive feedback from families who were excited for a different kind of “screen time” that they could share with others. In addition, the first session of Family Friendly Tabletop Role Playing Games was a success. Players had fun, used a lot of critical thinking and imagination to win the day. One parent who thanked Woody for having something for his “in between” age kid who is just starting to get into tabletop role-playing games.

**Sasha** had a busy month, leading multiple programs each week and helping to fill in to ensure our Makerspace Open Hours are offered consistently without cancellations. He has also created a Summer Reading raffle-prize collection receptacle while hosting Maker Mondays and Open Hours in the Makerspace, engaging with patrons about the process and types of projects the Makerspace can support. Lastly, he led the creation and organization of a different type of March Madness bracket – the Monster March Madness on the Teen Center passive program bulletin board. Over 400 votes were cast and the



*The beginning of the Summer Reading raffle ticket receptacle...*



*...and the finished creation!*

Babadook is the 2025 Monster of the Year as voted by TCPL's teens!

**Julia** was the day-of point person for our collaboration with WSKG, a sensory-friendly screening of Carl the Collector with tabling from 6 local organizations. This celebration of neurodiversity was accompanied by crafts and an in-depth book display. We loved seeing families we knew well *and* new friends who had traveled to TCPL especially for this event. Julia is also beginning to work on identifying Early Reader Non-Fiction for cataloging, as the department works to reorganize this section for improved discoverability and alignment with current pedagogy.

### **Your Moment of Joy**

*Read on only if puns bring you joy:*

Staff: "Sorry, our system is down... [explaining work-arounds, etc...]"

Patron: "I wonder if your system repair people are *booked*."



# Meeting Minutes

## Call to order

A meeting of TCPL Board of trustees was held at 391 Pinetree Rd. Ithaca, NY on March 11, 2025.

## Attendees

Attendees included

Kathy Weinberg

Lis Chabot

Darrell Long

Nina Schultz

Shelly Wong

Mimi Townsend

Sarah Clausen

## Members not in attendance

Members not in attendance included

Christina Brewington

Jason Moore

Meeting Called to order at 5:02PM by Board President

## Approval of agenda

Unanimous

Long moved, Chabot Second

Public Comments:

None

Move to executive Session

Wong moved, Chabot Second at 5:04PM

No Votes

The Board came out of executive session at 7:30 PM

The meeting was moved to adjournment by Wong seconded by Clausen

Meeting adjourned at: 7:31pm

Townsend moved, Long Seconded

Darrell Long

Vice President

3/11/2025

Date of approval

TCPL Finance & Personnel Committee Meeting  
Notes prepared by Lis Chabot, Chair  
April 15, 2025 4:00 p.m.  
Schwarz Jacobson Room

Attending: L. Chabot, T. VanCamp, S. Currie

Guests: B. Sasser

Meeting called to order: 4:03 pm

Approval of the Agenda: The agenda approved with no changes

2025 Financial Statements: Statements will be distributed at the April Board meeting. The committee will review the 2024 and 2025 budget amendments prior to the April Board meeting, for subsequent review and approval by the full Board.

2025 Tompkins County Living Wage: The committee discussed the living wage status and related budgetary impacts

Staffing Updates: The TCPL Director position is posted on the Tompkins County Human Resources website and will remain posted until May 14. The position will be posted on additional professional websites. Applicants will have until the end of June 2025 to complete New York State's Civil Service Training and Experience Exam. A search committee will be formed, with a goal of having a new director in place by October 1, 2025.

Executive Session: The committee adjourned to executive session at 4:45 pm to discuss collective bargaining and personnel matters.

Executive session adjourned at 5:25 pm.

Meeting adjourned at 5:30 pm.

## **CRC Committee Meeting Notes**

### **April 1<sup>st</sup>, 2025**

Attendees: Mimi Townsend, Sarah Clausen, Brian Sasser, Christina Brewington, Kate DeVoe, Milly Stephenson, Kerry Barnes

Committee met to discuss the Strategic Plan and 25<sup>th</sup> Anniversary. Mimi circulated a sign-up sheet so that members could sign up for sub-groups prior to the next meeting. The group agreed to use Teams folders for documents, notes, ideas, etc.

Sarah shared her draft of the Strategic Plan and asked for feedback from the group. The group was in agreement on adopting it as a starting point. Some ideas raised were –

- Adding a timeline as a guidepost
- Including a year 5 assessment, as well as a mid-year check in to track progress
- Ensure legacy work will continue as committee members change
- Move community engagement to the the top
- Noted the need for a public input in the process, via surveys or focus groups. The draft of the plan can be sent to the community as a test run, to get feedback
- Develop a QR code for community partners to scan for link to a survey

Karry led the discussion on plans for the 25<sup>th</sup> Anniversary. The slogan is “Cheers to another 25 years”. Mimi will ask Tonya about a budget for graphics (May 1<sup>st</sup> deadline). The group discussed the June 13<sup>th</sup> Summer Reading Kick Off, as well as other event ideas, like Tiny Desk. The group discussed planning a gala in November to mark the Anniversary. Venue ideas were circulated, notably the Library itself, the conference center and Argos Warehouse.

It was decided that the committee should also have a vice-chair, and Sarah Clausen agreed to serve in this role.