

TOMPKINS COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES  
JULY 26, 2022

TCPL Board Members Present: Ingrid Jensen, President; Blixty Taetzsch, Don Trotter, Nina Scholtz, Jason Moore, Melisa Sidle, Nina Miller, Martha Hardesty, LaWanda Cook, Liam Murphy

Board Members Excused: Shelley Wong, Marli Stahler

Also Present: Teresa Vadakin, Interim Director; Michelle Benjamin, Business Manager; Mary McKeon, Administrative Manager; Jennifer Schlossberg, ACS Dept.; Head, Kerry Barnes; TCPL Foundation Director; Amanda Champion, County Liaison

With a quorum now present, meeting convened at 4:06 p.m.

APPROVAL OF AGENDA DOC 22-54

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

APPROVAL OF JULY 26, 2022 DRAFT MINUTES DOC 22-55

A **MOTION** was made by B. Taetzsch and seconded by J. Moore to approve the minutes. Approved unanimously.

APPROVAL OF THE BILLS

I, Treasurer, Blixty Taetzsch, in keeping with New York State Education Law, certify that I have reviewed payroll #14 dated 7/14/22 and #15 dated 7/28/22 totaling \$99,961.75. 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 2022 bills in the amount of \$230,033.33 as listed in Abstracts #20, #21 and #22.

APPROVAL OF JULY 2022 AMENDMENTS DOC 22-56

Approved unanimously.

APPROVAL OF RECLASSIFICATION OF LIBRARIAN I TO LIBRARIAN II

Approved unanimously.

APPROVAL OF CODE OF CONDUCT DOC 22-57

Approved unanimously.

APPROVAL OF COVID-19 SUSPECTED OR CONFIRMED CASE IN LIBRARY STAFF POLICY DOC 22-58

Approved unanimously.

## ASSISTANT DIRECTOR REPORT

Vadakin mentioned that Staff Summer Reading has been successful as well as the staff shout outs, the board is filling up quickly. The library's programming is close to pre-pandemic levels and the attendance has been good. The children's Summer Learning registration is going well, and so is the Adult Summer Reading. Door counts are also increasing at a good clip. Science, book clubs, writing programs, coding, Circus Culture, Nature Walks for adults, crafternoon for adults and an ice cream party to close out the SRP for adults.

The leadership team met with Evan Wray; IT, about Microsoft teams. The staff are using it, but some more than others. Vadakin mentioned that it is organically growing slowly per department, as the library departments learn what it is best suited for. Wray will be leading a Basic Training for staff that would like to learn more about Teams in the digital lab.

The library is looking into the State Construction grants for the children's restrooms and a gender-neutral bathroom. There are \$34 million in capital funds for public library construction in the FY2022-2023 State Budget for projects.

At the FLLS Director's meeting, Sarah Glogowski let everyone know that open meeting laws will be determined month by month. Meetings can be in-person, hybrid, or completely virtual. Votes allowed virtually and by phone. Virtual and hybrid meetings must be recorded and "transcribed at a later date."

Also, she discussed the Trustee Education requirement. Beginning January 1, 2023, each trustee, elected or appointed, of a public library, association library or Indian Library will be required to complete a minimum of two hours of trustee education annually (Education Law 260-d added by Chapter 468 of the Laws of 2021). Sexual Harassment Prevention Training does not count, neither do local chamber of commerce trainings. FLLS, NYSL, other systems, and regional library council trainings would be acceptable. Trustee Handbook Book Club trainings are highly recommended. Will have to be completed by December every year, regardless of starting month. This will be a Yes/No assurance on the Annual Report as in previous years.

Kerry Barnes will register the board members who were interested in the *United for Libraries Virtual: Trustees – Friends – Foundations*.

Vadakin mentioned the pre-budget meeting with Lisa Holmes to discuss the operating budget and over target requests in detail. The library has received the template for this year's presentation in front of the legislature.

SEARCH COMMITTEE REPORT

Nina Scholtz gave a brief update on the Director Search. There are fifteen applicants who will be scored on their Training and Experience portion of the civil service process. We should know the ranking of candidates in the beginning of August. N. Scholtz and T. Vadakin called each candidate assuring them that their applications were received. We expect screening interviews will be the week of August 11<sup>th</sup> through August 19<sup>th</sup>.

BYLAWS COMMITTEE REPORT

L. Murphy reported for the committee, he thanked the members (L. Cook and M. Sidle) for all their hard work. Murphy reached out to all board committees asking each to look at committee charges, and suggestions for changes needed by September.

LIAISON REPORTS

County – A. Champion gave a brief overview of the budget cycle and process. We have a new Deputy County Administrator Champion also gave an update on open positions at the county including Deputy County Administrator and Director of Equity and Inclusion. Reimagining Public Safety is stalled at the city level. The county is moving forward with a variety of pilot programs and community healing meetings. The Recovery Fund and ARPA grants are moving along. The county is working with a consultant to organize the grants and reach out to the community.

Foundation – The Foundation is pleased to offer our United for Libraries membership benefits to the Trustees for the upcoming “Friends, Trustees, and Foundations” virtual conference on August 9-11. We were able to take advantage of an early bird discount as well as a bulk discount. Either Kerry or a representative from ALA/ United for Libraries will be emailing the trustees who indicated interest with instructions on how to access the sessions.

The Foundation is holding a Library Leaders Circle donor reception on August 18<sup>th</sup> at the Cherry Artspace. This is an important group of donors that we haven’t met with in person since 2018, so this is long overdue. Our attendance is a little below what we hoped as many people are indicating that they are not yet comfortable gathering in groups or attending events. We will be holding as much of the event as possible outdoors at the Cherry (weather permitting) to accommodate those hesitant about indoor gatherings. Regardless of attendance, the follow-up after the event is the truly crucial part. Beyond the donor reception, Kerry is continuing to meet with and communicate individually with donors.

Our summer appeal is doing well. We anticipate it will raise less than we targeted due to the unexpected, but very necessary, Queer Books fundraiser we did just a month prior. The two fundraising appeals have raised nearly \$13,000 to date. It’s important to keep in mind that, with the exception of 2020, the Foundation has rarely (if ever) sent out appeals at any time other than end-of-year. We have closed the Queer Books fundraising event page due to some suspicious

activity on the page, but it seemed that giving had reached its end anyway. People wanting to give specifically for LGBTQIA+ materials can still donate on the Foundation's main giving page.

Our move to Bloomerang is going well and faster than we expected- our data conversion should be completed by September. Susanna Drbal is dedicating Wednesdays to off-site, uninterrupted training in using the system and we're both very excited by its capabilities and features.

The Ray Miller artwork donated by his family in his memory has arrived and once it is installed, we will host a small unveiling reception for his family and friends. The artwork is stunning and a beautiful addition to the Teen Center.

Friends – D. Trotter remarked on the large amount of donations already collected. September 17<sup>th</sup> is the last day for donations with the start of the Fall Sale the first weekend of October.

### EXECUTIVE SESSION

A **MOTION** was made by N. Miller and seconded by J. Moore to adjourn to Executive Session at 5:05 p.m. Approved unanimously.

Interim Director Vadakin was invited to stay. After a brief discussion, Vadakin left at 5:18 p.m. A **MOTION** was made by L. Cook and seconded by N. Miller to adjourn Executive Session to public session at 5:26 p.m. Approved unanimously.

There being no further business, a **MOTION** was made by J. Moore and seconded by M. Sidle to adjourn the meeting at 5:27 p.m. Approved unanimously.

Recorded by Mary McKeon  
Administrative Manager

Endorsed by Melisa Sidle  
Secretary