

TOMPKINS COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
MAY 22, 2018

TCPL Board Members Present: Bruce Ryan, President; Kenneth McClane, Ingrid Jensen, Nina Scholtz, Don Trotter, Jamie Loehr, Nina Miller, Jason Moore, Kristine Altucher, Luca Maurer

Board Members Excused: Martha Hardesty, Thompson Terry, Shelley Wong

Also Present: Annette Birdsall, Library Director; Michelle Benjamin, Business Manager; Suzanne Smith Jablonski, Foundation Executive Director; Amanda Champion, County Liaison

PUBLIC COMMENTS

None

With a quorum now present, meeting convened at 4:03 p.m.

ACTION ITEMS

APPROVAL OF AGENDA DOC 18-45

A **MOTION** was made by K. McClane and seconded by I. Jensen to approve the agenda. Approved unanimously.

APPROVAL OF APRIL 24, 2018 DRAFT MINUTES DOC 18-46

A **MOTION** was made by K. McClane and seconded by N. Miller to approve the minutes. Approved unanimously.

APPROVAL OF BILLS

I, Vice President, K. McClane, in keeping with New York State Education Law, certify that I have reviewed payrolls #9 dated 4/26/18 and #10 dated 4/10/18 totaling \$101,837.57. 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 May 2018 bills in the amount of \$170,973.96 as listed in Abstracts #13, #14 and #15.

I, Vice President, K. McClane in keeping with New York State Education Law, certify that I have reviewed all capital project invoices presented for payment, and that all disbursements are within the approved capital project budget of the library, and therefore recommend that the Board of Trustees approve for payment to Tompkins County capital project invoices in the amount of \$11,276.00 as listed in Capital Project Abstract #2.

APPROVAL OF RECOMMENDED 2018 PROPOSED BUDGET AMENDMENTS DOC 18-47

A **MOTION** was made by K. Altucher and seconded by K. McClane to approve the Recommended 2018 Proposed Budget Amendments. Approved unanimously.

APPROVAL OF ANNUAL AUDIT DOC 18-48

A **MOTION** was made by K. Altucher and seconded by J. Moore. Approved unanimously.

ACCEPTANCE OF "JEWEL" by TERRY PLATER IN HONOR OF DOROTHY COTTON DOC 18-49

Accepted unanimously.

DIRECTORS REPORT

Director Birdsall offered Trustees an opportunity to ask questions regarding her written report or other topics of interest. Questions and discussion ensued on the following topics: mural in Thaler Howell room, programming, Empire park passes, patron misconduct and requisite staff training, gender references in reports, and security guards ability to administer Narcan. Birdsall also provided an update on both the budget and the strategic plan process.

DEVELOPMENT REPORT

S. Smith Jablonski reported that a grant application seeking funds for the fine-free initiative had been submitted to the Community Foundation of Tompkins County's out-of-cycle grant request program.

Smith Jablonski provided background on the Foundation's investments, as follows: The Foundation maintains two investment accounts -- one comprises the permanently restricted endowment of 25 separate funds; the other is an unrestricted fund at present. Investment objectives are set based on the aims of the funds, with the former requiring a strategy balancing robust earnings and the need to maintain the funds for the Library's benefit in perpetuity. The payout policy calls for the calculation of a rolling 20-quarter average of the market value, against which a payout to TCPL of up to 5% can be approved. The Finance & Audit Committee of the Board of Directors will be reviewing the policy for possible revision this year.

LIAISON REPORTS

Friends – D. Trotter reported the Spring Book Sale was nearing completion and was very successful this year. The sale this year has exceeded the target amount of \$239,000 already. The Friends will be accepting donations again June 9th. He also noted that this is the last year plastic bags will be provided.

County –Amanda Champion reported the budget process is underway.

MOTION to adjourn by K. McClane and seconded by L. Maurer at 4:47 PM. Approved unanimously.



Recorded by Michelle Benjamin
Business Manager



Endorsed by Ingrid Jensen
Secretary