

TOMPKINS COUNTY PUBLIC LIBRARY  
DRAFT MINUTES OF THE BOARD OF TRUSTEES  
NOVEMBER 14, 2023

TCPL Board Members Present: Martha Hardesty, President; Blixxy Taetzsch, Don Trotter, Jason Moore, Liam Murphy, Lis Chabot, Melisa Sidle

Board Members excused: Jamila Walida Simon, Nina Scholtz, Marli Stahler, Shelley Wong

Also Present: Kate DeVoe, Circulation Manager; Mary McKeon, Administrative Manager; Michelle Benjamin, Business Manager; Kerry Barnes; TCPL Foundation Director, Mimi Campbell; Trustee nominee

With a quorum, meeting convened at 4:07 p.m.

APPROVAL OF AGENDA DOC 23-73

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

APPROVAL OF OCTOBER 24, 2023, MINUTES DOC 23-74

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

APPROVAL OF THE BILLS

I, Treasurer, Blixxy Taetzsch, in keeping with New York State Education Law, certify that I have reviewed payroll #22 dated 11/2/23 and #23 dated 11/16/23 totaling \$118,565.31. 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 November 2023 bills in the amount of \$282,009.46 as listed in Abstracts #32, #33 and #34.

APPROVAL OF THE BUSINESS MANAGER JOB DESCRIPTION DOC 23-75

Approved unanimously.

NOMINATING COMMITTEE REPORT

D. Trotter made a recommendation for the 2024 Slate of Officers on behalf of the Nominating Committee. As President – Melisa Sidle; Vice President – Lis Chabot; Treasurer – Blixxy Taetzsch; Secretary – Liam Murphy. Approved unanimously.

D. Trotter made a recommendation for nominee Mimi Campbell for trustee. Approved unanimously.

DIRECTOR'S REPORT

Kate DeVoe, Circulation Manager reported in director Tabor's absence. DeVoe gave a brief overview of the changes in the circulation department including workflow, a more collaborative approach and established a baseline of training. All processes are shared to free up staff to be

involved in outreach programming such as Ithaca Fest, Apple Fest, and staff committees. A discussion ensued.

### LIAISON REPORTS

**Foundation** – The Foundation wants to thank all Trustees who helped with personalizing year-end appeals to donors. We truly appreciate your willingness to give your time and risk cramped hands to encourage year-end giving. We're excited for the mailing to arrive in homes mid-month.

The Foundation's audit will begin work after the Thanksgiving holiday. This year we have engaged Kurt Behrenfeld from CNY Accounting Tax Pros.

Most importantly, we'd like to invite you to what we hope will become an annual tradition, our year-end tri-boards get-together! Please join us at Odyssey Bookstore at 6pm on Monday, December 4<sup>th</sup> for light refreshments and the company of your fellow library lovers. An "official" email invitation will be sent out soon.

**Friends** – The not-for-profits took 1,728 items, down a bit from the Spring Not-For-Profit Day. The final numbers from the fall sale are:

- Books for sale: 244,071
- Books sold: 197,844 (81%, which is typical)
- Books remaining: 46,227

Income this year is \$256,345 vs. budget of \$245,000, or 4.6% over budget! The total attendance was 11,837. The friends resumed accepting donations last Saturday, November 11<sup>th</sup>.

A **MOTION** was made by J. Moore and seconded by D. Trotter to adjourn at 4:41. Approved unanimously.

Recorded by Mary McKeon  
Administrative Manager

Endorsed by Melisa Sidle  
Secretary