

TOMPKINS COUNTY PUBLIC LIBRARY
DRAFT MINUTES OF THE BOARD OF TRUSTEES
April 26, 2016

TCPL Board Members Present: Bruce Ryan, President; Kristine Altucher, Jack Clark, Janet Corson-Rikert, Kenneth McClane, Peter McCracken, Cindy Nicholson, Risa Mish, Rochelle Proujansky, Tim Scott, Thompson Terry, Helena Maria Viramontes

Also Present: Susan Currie, Library director; Carrie Wheeler Carmenatty, Library programming and outreach coordinator

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

PUBLIC COMMENTS

None

ACTION ITEMS

APPROVAL OF AGENDA DOC 16-27

A **MOTION** was made by J. Corson-Rikert and seconded by Thompson Terry to approve the agenda. Approved unanimously.

APPROVAL OF March 22, 2016 DRAFT MINUTES DOC 16-28

A **MOTION** was made by K. McClane and seconded by T. Scott to approve the minutes as corrected. Approved unanimously

APPROVAL OF BILLS

I, Treasurer, Cynthia Nicholson, in keeping with New York State Education Law, certify that I have reviewed payroll #7 dated 3/31/16 and payroll #8 dated 4/14/2016 totaling \$97,138.59 . 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 April 2016 bills in the amount of \$173, 218.46 as listed in abstracts #10, #11 and #12.

NOMINATING COMMITTEE REPORT

R. Proujansky, chair of the Nominating Committee, announced the activities of the nominating committee and presented for review by the board the qualifications and advisory applications of two potential board members. Both nominees were unanimously approved by the Board. Their names/qualifications will be submitted to the Tompkins County Legislature for final approval.

Trustees were also given index cards on which to submit the names of potential board members.

FOUNDATION REPORT

In the absence of Foundation Director, S. Smith Jablonski, R. Proujansky offered a reminder that May 4 is Giving is Gorges Day and C. Wheeler-Carmenatty shared that TCPL was the top recipient of last fall's Giving is Gorges campaign, and that this year, the Library is featured in a video promotion for the event.

Wheeler-Carmenatty noted that the Foundation's focus for Giving is Gorges Day will be the LEGO Build, specifically, to entice donors to underwrite participation for builders who would otherwise be unable to participate.

P. McCracken provided an update on the status of the TCPL LEGO Build. He reported that the base plates have arrived and LEGO pieces are currently being sorted for distribution. The LEGO Build launch will take place on May 7.

DIRECTOR'S REPORT

Director Currie asked Trustees to review their photos and statements on the TCPL Board of Trustees link on the library website. If any Trustee would like a new photo, he/she can send a digital attachment for us to update the website. Anyone needing a photo can have one taken at the library. We'll be updating the website and this Board page is a very useful and positive part of the site. The Trustee link is <http://tcpl.org/libinfo/board-of-trustees.php>

The director's report this time is the main agenda item with updates on three 2016 initiatives from our 2016 Strategic Directions plan from January 2016.

1. Branding and Marketing

Linda Bryan, Head of HR for Family and Children's is our focus group facilitator; Carrie Wheeler-Carmenatty and Josiah Jacobus-Parker are note-takers.

The plan for focus groups includes the list below. The first three groups' focus group meetings are underway. We are planning to hold focus groups throughout April – June.

In process are:

- TCPL staff (To date we have held 3 with one more to be scheduled)
- Patrons (two are scheduled—April 28 and May 3 with additional to be scheduled)
- Trustees, Foundation Directors, Friends of the Library (one is scheduled for May 18 from 3:30 – 4:30; invitations to all will be sent via email)

To be planned and scheduled are:

- Volunteers, Donors, Advisory Councils and BRP members
- Government (county, city and towns)
- Non profits
- Businesses

In response to questions about how we are inviting patrons/community members, Currie explained that we issued invitations for the first two meetings and we will be issuing open invitations to other with an rsvp required. Currie and Trustee Altucher have been communicating about how to present data collected.

2. Capital Project

Currie updated the Board on the meeting she held with Arel LeMaro, Head of County Facilities, Alan Lockett, Assistant Director of County Facilities, Suzanne Smith Jablonski, Mary McKeon and Michelle Benjamin. The plan discussed was to meet with QPK, Inc., the architects of the 2000 building, the 2008 space study and the campaign conceptual designs. Currie and LeMaro will be meeting with the County Facilities and Infrastructure committee on May 2nd to discuss the possibility of working with QPK directly as the architects who know so much about the building. The County Facilities will oversee the construction and project and work very closely with the library for the desired spaces and services.

3. Administrative Review

Currie reviewed the process to date. The administrative team met with a facilitator to brainstorm: "What we do well, what we could do better and what more could we do". We collated the results, reviewed them and decided we wanted additional feedback. The facilitator met with department heads for the same exercise. Those results have been collated and distributed to the administrative team and we'll be meeting to review and discuss what we've learned. Also, Currie met one-on-one with all administrative staff to review job descriptions, what has changed, what needs to be updated. Together, the jobs and job descriptions for Administrative Assistant, Business Manager, Volunteer Coordinator and Programming and Community Outreach Coordinator need to be updated and reviewed with the County Personnel department. The goal is to have changes made sometime in the fall but no later than the end of the year.


LIAISON REPORTS

Friends – J. Clark directed Trustees to the most recent Library Connection for information about the upcoming Friends of the Library Spring Book Sale and volunteer opportunities.

QUESTIONS ABOUT WRITTEN REPORTS

None

MOTION to adjourn by K. McClane and seconded by C. Nicholson at 5:15. Unanimously approved.



Recorded by Carrie Wheeler-Carmenatty
Public Programming and Comm. Outreach Coord.



Endorsed by Peter McCracken
Secretary