

TOMPKINS COUNTY PUBLIC LIBRARY
FINAL MINUTES OF THE BOARD OF TRUSTEES
SEPTEMBER 27, 2016

TCPL Board Members Present: Bruce Ryan, President; Peter McCracken, Cynthia Nicholson, Luca Maurer, Rochelle Proujansky, Don Trotter, Helena Maria Viramontes, Kenneth McClane, Kris Altucher, Jack Clark, Thompson Terry

Board Members Excused: Risa Mish, Janet Corson Rikert

Also Present: Susan Currie, Library director; Carrie Wheeler-Carmenatty; Library programming and outreach coordinator, Michelle Benjamin; Library business manager, Mary McKeon; Admin. Asst., Tom Fredette; Librarian, Information and Learning Services

PUBLIC COMMENTS

None

STAFF PRESENTATION by Tom Fredette; Librarian, Information and Learning Services
T. Fredette gave a in-depth overview and demonstration of Hoopla, the free digital media service that allows you to borrow movies, full music albums, audiobooks, eBooks, comics/graphic novels and episodic TV all through a single app.

With a quorum now present, meeting convened at 4:19 p.m.

ACTION ITEMS

APPROVAL OF AGENDA DOC 16-66

A **MOTION** was made by K. McClane and seconded by R. Proujansky to approve the agenda with the addition of the Development Report. Approved unanimously.

APPROVAL OF August 23, 2016 DRAFT MINUTES DOC 16-67

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

APPROVAL OF QPK PROPOSAL DOC 16-68

A **MOTION** was made by C. Nicholson and seconded by T. Terry to approve the QPK Proposal

APPROVAL OF BILLS

I, Treasurer, Cynthia AB Nicholson, in keeping with New York State Education Law, certify that I have reviewed payrolls #18 dated 9/1/16, #19 dated 9/15/16 and #20 dated 9/29/16 totaling \$150,913.26. 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 of September 2016 bills in the amount of \$315,900.84 as listed in abstracts #26, #27, 28 and #29.

DIRECTOR'S REPORT

We were notified yesterday that the FLLS Board approved our request for a NY State Public Library Construction Grant—thanks to the Foundation for working to submit it. The amount is \$49,375 and is specifically for the public restroom renovations. We will be meeting with Sedgwick Interiors to help us

1. Develop a plan for the reconfiguration of the stacks
2. Layout of staff moving into FLLS space
3. Type of furniture we want for new spaces, and reference desk

I've begin department by department meetings with staff for questions they have about the planned renovations. We have also begun to develop a communication plan for the disruption. What we are working on immediately includes:

1. Post a BIG poster/sign somewhere in the front entryway with information (we are working to have a map of the library with information about changes)
2. Develop a Frequently Asked Questions (FAQ) document for staff and patrons
3. Create smaller signs to put in stacks where collections are moving and on empty shelves.

Staff Development Day will be Friday, December 9th—morning will be safety and security and the afternoon will be a session on resiliency in a time of change and compassion fatigue.

As you all know, we've completed a terrifically successful campaign—so this is the perfect time to look at the long range plan for the Foundation, staff and structure as well as the fundraising plan. We've met with the presidents and vice presidents of the Board and the Foundation as well as campaign counsel, Paula Peter to begin planning for how we go about this.

Lastly, just a reminder, my budget request presentation to the Expanded Budget Committee of the Legislature is this Thursday evening at 6:55 pm in Legislative Chambers. I'll be focused on asking for the reconsideration of our over target request for a librarian.

DEVELOPMENT REPORT

S. Smith Jablonski distributed a copy of the staff report she had previously emailed, and drew attention to some highlights. She reported that Campaign Committee Co-Chair Tom Colbert will receive the Volunteer Fundraiser of the Year Award on National Philanthropy Day, November 15. S. Smith Jablonski thanked H. Viramontes for participating in the READATHON and noted we had raised nearly \$15,000 and excellent visibility for this high return-on-investment event.

LIAISON REPORTS

Friends—J. Clark announced the fall sale was coming up and the pre-sale date is October 2, the sale is open to the public for three long weekends beginning on Columbus Day weekend.

QUESTIONS ABOUT WRITTEN REPORTS

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



Recorded by Mary. McKeon
Admin. Asst.



Endorsed by Peter McCracken
Secretary