

TOMPKINS COUNTY PUBLIC LIBRARY  
FINAL MINUTES OF THE BOARD OF TRUSTEES  
January 31, 2017

TCPL Board Members Present: Bruce Ryan, President; Rochelle Proujansky, Don Trotter, Thompson Terry, Janet Corson-Rikert, Luca Maurer, Martha Hardesty, Helena Maria Viramontes

Board Members Excused: Kenneth McClane, Kris Altucher

Also Present: Susan Currie, Library Director; Suzanne Smith Jablonski, Foundation Executive Director; Michelle Benjamin; Library business manager, Mary McKeon; admin asst., Sarah O'Shea; Head of Youth Services, Regina DeMauro; Teen Librarian

PUBLIC COMMENTS

None

With a quorum now present, meeting convened at 5:01 p.m.

ACTION ITEMS

APPROVAL OF AGENDA DOC 17-01

A **MOTION** was made by R. Proujansky and seconded by T. Terry to approve the agenda. Approved unanimously.

APPROVAL OF DECEMBER 20, 2016 DRAFT MINUTES DOC 17-02

A **MOTION** was made by R. Proujansky and seconded by J. Corson-Rikert to approve the minutes. Approved unanimously.

APPROVAL OF PROPOSED 2017 BUDGET

Approved unanimously.

APPROVAL OF BILLS

I, Treasurer, Thompson Terry, in keeping with New York State Education Law, certify that 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 December Year End 2016 bills in the amount of \$75,521.50 as listed in Abstract #39.

I, Treasurer, Thompson Terry, in keeping with New York State Education Law, certify that I have reviewed payrolls #1 dated 1/15/17 and #2 dated 1/19/17 totaling \$103,138.43. 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 January 2017 bills in the amount of \$144,457.26 as listed in Abstracts #1, #2 and #3.

#### TEEN SERVICES LIBRARY ADVOCACY DAY PROPOSAL

A **MOTION** was made by T. Terry and seconded by H. Viramontes to approve the proposal. Approved unanimously.

#### STRATEGIC DIRECTION DISCUSSION

Two documents were distributed and reviewed, Strategic Directions from 2016 and one for 2017. In 2016, we began the Marketing and Branding initiative and while we made great headway via focus groups, we are still in the brand design phase. We are working with a graphic designer for the brand/logo and hope to have that completed by the spring. Designs will be shared with the Board, Foundation Directors and Library staff. Also in 2016, an analysis of the Library administrative structure was completed with the creation of the Public Relations and External Communications Coordinator position whose work is to be coordinated by the Foundation for PR, marketing and external communications. The Foundation review and proposed structure was discussed at the October 2016 joint meeting of the TCPL Board of trustees and Foundation Board of Directors; approved by the Foundation Board of Directors and is in the process of being implemented. The campaign came to a very successful conclusion. The Capital Project is well under way and planned to be completed by summer 2017.

Strategic Directions items for 2017 include a search for the next Library Director, completing the branding and marketing initiative, continued implementation of the new Foundation structure and fundraising plan, including the process for identifying fundraising priorities to be approved by the Board of Trustees. A meeting with the County Administration about the library and funding will be scheduled and one of the biggest strategic directions is to complete the capital project including the opening of the Teen Center, 21<sup>st</sup> Century Technology Lab and Makerspace. Celebrations for the latter will be organized.

#### EXECUTIVE SESSION

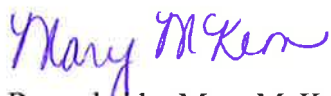
A **MOTION** was made by D. Trotter and seconded by T. Terry to go into Executive session at 5:50 PM. A **MOTION** was made by R. Proujansky and seconded by T. Terry to come out of Executive session at 6:12.

The Finance & Personnel Committee made a recommendation to ratify the 2017 – 2019 SSA Contract and the 2017 – 2019 PSA Contract. Approved unanimously.

Compensation increases for confidential management employees (Benjamin, McKeon, Clark and Wheeler-Carmenatty) will follow the SSA bargaining agreement. Approved unanimously.

The Finance & Personnel Committee made a recommendation for a raise for the Library Director of 2.5% for 2017 and 5% salary of 2017 for personal growth or professional development.  
Approved unanimously.

**MOTION** to adjourn by J. Corson-Rikert and seconded by H. Viramontes at 6:20 Unanimously approved.



Recorded by Mary McKeon  
Admin. Asst.



Endorsed by Janet Corson-Rikert  
Secretary