

TOMPKINS COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES  
DECEMBER 12, 2017

TCPL Board Members Present: Bruce Ryan, President; Kenneth McClane, Thompson Terry, Nina Miller, Rochelle Proujansky, Ingrid Jensen , Nina Scholtz, Luca Maurer, Don Trotter, Kris Altucher

Board Members Excused: Martha Hardesty, Jamie Loehr, Jason Moore

Also Present: Annette Birdsall, Library Director; Mary McKeon, Admin Asst; Michelle Benjamin, Business Manager; Mike Lane, Chair of the County Legislature

PUBLIC COMMENTS

None

With a quorum now present, meeting convened at 4:01 p.m.

ACTION ITEMS

APPROVAL OF AGENDA DOC 17-91

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

APPROVAL OF NOVEMBER 14, 2017 DRAFT MINUTES DOC 17-92

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

ACCEPTANCE OF COMPUTER AND INTERNET POLICY AND CODE OF CONDUCT POLICY. Accepted unanimously.

ACCEPTANCE OF TEEN CENTER POLICY

Accepted unanimously.

RATIFY THE DECEMBER 2017 BILLS Previously approved on December 19, 2017 by the EXECUTIVE COMMITTEE

The Executive Committee presented in writing, according to the Board of Trustees by-laws, the approval of the December 19, 2017 Finance & Personnel Committee. I, Vice President, Kenneth 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 \$ 42,222.36 as listed in Capital Project Abstract #6.

I, Vice President, Kenneth McClane, in keeping with New York State Education Law, certify that I have reviewed payrolls #24 dated 11/22/17, #25 dated 12/7/17 and #26 dated 12/21/17 totaling \$151,156.39. 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 2017 bills in the amount of \$248,599.00 as listed in Abstracts #35, #36, #37 and #38.

#### NOMINATING COMMITTEE

R. Proujansky reported on the behalf of the Nominating Committee that Leslie Daniels submitted her resignation and Shelley Wong will fill Leslie Daniel's term.

S. Smith Jablonski thanked Rochelle Proujansky for years of service. R. Proujansky served on the TCPL Board of Trustees for twelve years. The Board and Director are grateful for her gifts of time and talent.

#### DIRECTORS REPORT

Director Birdsall reminded the Finance & Personnel Committee of their meeting scheduled for December 19, 2017 to approve monthly invoices. She repeated the holiday breakfast invitation.

Two patrons have been declared persona non grata due to violent behavior in the past month, and Birdsall has authorized the person-in-charge to issue these on her behalf if needed with the caveat that she be informed.

Birdsall then outlined her plan to fulfill the publicity and marketing needs of the library through contracting for those services.

In order to present Tompkins County Public Library (TCPL) and the Tompkins County Public Library Foundation (Foundation) as unified partners in achieving Tompkins County Library's \*vision, the library will contract with the Foundation for event publicity and marketing services as defined in the draft Publicity and Marketing contract.

*\*Our Library strives to inspire and educate all members of our community during each stage of their lives, to be a place where people can experience the joy of reading, the power of information, and the strength of community connections.*

In Birdsall's plan as described, the Foundation will work closely with the Library to provide event publicity and strategic marketing service to clearly communicate our shared objectives.

Not only will this give us the opportunity to present clear objectives to the community and engage them in our success, but she would then have the added benefit of allocating open staff hours toward hiring a library assistant to better utilize the new spaces, specifically in the Teen Center, Makerspace, and Digital Lab.

Birdsall was advised to review the by-laws and civil service implications regarding this process, and the proposal will be presented in January.

DEVELOPMENT REPORT by Suzanne Smith Jablonski

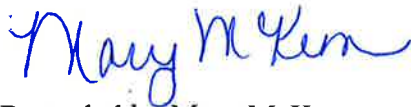
S. Smith Jablonski reported the Foundation was on track to exceed its fundraising goal of \$285,000. She noted the Foundation Board would be electing new officers and passing the 2018 budget at its January meeting. S. Smith Jablonski invited trustees to review a set of annual appeal letters and select any for which they would be willing to add a personal note encouraging support.

LIAISON REPORTS

Friends – D. Trotter announced the Friends are accepting donations Tuesday and Saturday 9:00 – 12:00.

County – M. Lane gave an update on the County Administrator search.

MOTION to adjourn by R. Proujansky and seconded by K. McClane at 5:07 PM. Approved unanimously.



Recorded by Mary McKeon  
Admin. Asst.



Endorsed by Ingrid Jensen  
Secretary