

TOMPKINS COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
JULY 25, 2017

TCPL Board Members Present: Bruce Ryan, President; Kenneth McClane, Don Trotter, Thompson Terry, Luca Maurer, Ingrid Jensen, Leslie Daniels, Kris Altucher, Jason Moore, Rochelle Proujansky

Board Members Excused: Helena Maria Viramontes, Nina Miller, Martha Hardesty

Also Present: Susan Currie, Library Director; Suzanne Smith Jablonski, Foundation Executive Director; Mary McKeon, Admin Asst; Michelle Benjamin, Business Manager; Carrie Wheeler-Carmenatty, Public Relations & External Communications; Michael Lane, County Liaison.

PUBLIC COMMENTS

None

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

ACTION ITEMS

APPROVAL OF AGENDA DOC 17-52

A **MOTION** was made by K. McClane and seconded by K. Altucher to approve the agenda. Approved unanimously.

APPROVAL OF JUNE 27, 2017 DRAFT MINUTES DOC 17-53

A **MOTION** was made by L. Maurer and seconded by T. Terry to approve the minutes with corrections. Approved unanimously.

APPROVAL OF BILLS

I, Treasurer, Thompson Terry, in keeping with New York State Education Law, certify that I have reviewed payrolls #14 dated 7/6/17 and #15 dated 7/20/17 totaling \$107,604.49. 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 July 2017 bills in the amount of \$174,369.01 as listed in Abstracts #20, #21, and #22.

APPROVAL OF CAPITAL PROJECT BUDGET

I, Treasurer, Thompson Terry, 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 \$73,339.72 as listed in Capital Project Abstract #2.

NOMINATING COMMITTEE

R. Proujansky recommended Nina Scholtz to serve as trustee for a three year-term. Approved unanimously.

PERSONNEL ACTION

T. Terry read the resolution to upgrade Administrative Assistant III to Administrative Assistant IV:

WHEREAS, by resolution on November 12, 2013, the Tompkins County Public Library Board of Trustees has acknowledged the importance of an efficient and positive staffing structure and the need for a strong, professional leadership team, and

WHEREAS, the Library has a need to create an Administrative Assistant – Level 4 position in the confidential group in order to better coordinate facility, security and support the Library Director and the Board of Trustees,

Now therefore be it Resolved, that the position of Administrative Assistant- Level 3 be abolished and the position of Administrative Assistant-Level 4 be established, and

Resolved further, that additional funding be appropriated from the fund balance in order to effect this change and an eligible person be appointed from the existing promotional list with rate of pay equal to the confidential pay established for the grade level.

Approval of the Resolution to Upgrade Position

A MOTION was made by K. McClane and seconded by T. Terry to approve the Resolution to Upgrade Position. Approved unanimously.

EXECUTIVE SESSION

A MOTION was made by K. McClane and seconded by T. Terry to go into Executive Session at 4:39 PM. A MOTION was made by K. McClane and seconded by T. Terry to come out of Executive Session at 4:59 PM.

LIBRARY DIRECTOR SEARCH

President Ryan gave an update on the director search and provided a schedule of second round interviews.

DIRECTOR'S REPORT

Library Director Currie provided an update on the renovations. The areas to be renovated have been sealed off for the work to be done which includes creating trenches for the electrical and data, installing doors, windows, new ceiling tiles in the new service areas and new lighting. She reported on the 2017 Staff Development Day training, held on July 24, 2017. The two training sessions were "Verbal De-escalation" with Brian Flynn from SUNY Binghamton and "From Micro-aggressions to Equity," a diversity training with Paula Ioanide from Ithaca College. The sessions were attended by a majority of staff who provided positive feedback on the training.

Currie distributed the recently updated TCPL Library Organization chart and gave a report on staffing, vacancies and process for filling vacancies.

DEVELOPMENT REPORT

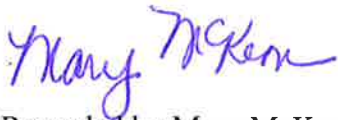
Smith Jablonski provided an update on plans for an October 13 event to unveil the new spaces and honor the retirement of Susan Currie. She encouraged trustees to assist in identifying individuals who might be interested in getting involved with the Foundation as board or committee members. Smith Jablonski reported on the creation of a new Library Leaders Circle to engender support and strong donor relationships with individuals contributing at higher annual giving levels.

LIAISON REPORTS

Friends – D. Trotter mentioned that the Friends are continuing to receive donations.

County – M. Lane reported on the ride hailing in Tompkins County. Lane gave a brief update on the search process for the County Administrator.

MOTION to adjourn by K. McClane and seconded by I. Jensen at 4:59. Approved unanimously.



Recorded by Mary McKeon
Admin. Asst.



Endorsed by Ingrid Jensen
Secretary