

TOMPKINS COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
August 22, 2006

TCPL Board members present: Gary Woloszyn, Eric Acree, Rajindra Aneja, Henrik Dullea, Nathan Fawcett, Gary Ferguson, Barbara Page, Rochelle Proujansky, Nancy Schuler, Robert Sullivan, and David Weil.

Board members absent: Thomas Colbert, Marcy Rosenkrantz, and Leonardo Vargas-Mendez

Also present: Janet Steiner, Library Director; Suzanne Smith Jablonski, Director of the TCPL Foundation; Milagros Hernandez, Board Clerk; Rosie Rice, TCPL Librarian III; Michael Sigler, Tompkins County Legislature

In the absence of a quorum, President Woloszyn asked for non-action reports.

DIRECTOR'S REPORT

Steiner talked about the success of the Kids Discovery Trail program in which children from the Ithaca City School District visit one of the Discovery Trail sites each year, starting with pre-K. The program is jointly sponsored by the Ithaca Public Education Initiative and the Discovery Trail. The library is in its second year of visits from kindergarten classes. Children were given a tour of the Youth Services Department, heard a story, made a bookworm and received a library card. The library then followed up by visiting the classroom and showing pictures of their visit to reinforce the experience. Steiner said that in 2006-2007 they expect to be hosting 75% of the kindergarten classes. She also said that as part of the project, the library would like to design a new library card for children and that the Foundation is seeking funding for this part of the project.

At this point a quorum was achieved, and Chairman Woloszyn called the meeting to order at 4:25 p.m.

APPROVAL OF AGENDA (DOC 06-118)

MOTION by Fawcett to approve the agenda; seconded by Schuler and carried.

PUBLIC COMMENTS – None

EXECUTIVE SESSION 4:50PM

At this point, the Board moved into Executive Session for the purpose of discussing personnel matters. Following the Executive Session, the meeting resumed and the Board reported the following action from their discussions:

Action Item: After discussion of the personnel transactions, the Board of Trustees upon recommendation from the Finance and Personnel Committee unanimously approved a 2.9% salary increase in the hiring and working rates for the Administrative Secretary and a 2.9% salary increase in the working rates for the Business Manager and Library Director, all retroactive to January 1, 2006, with the understanding that the salaries for the Administrative Secretary and

Business Manager will be reviewed again later in the year after all County and Library union negotiations have been completed.

ACTION ITEMS

Minutes – July 25, 2006 (DOC 06-119)

MOTION by Acree to approve the April 25, 2006, board minutes; seconded by Weil and carried.

Audit of Bills – July 2006

Fawcett distributed a document summarizing expenses for August 2006.

Schuler pointed out an error on the document Fawcett passed around: on the bottom line on the left, Total for Abstract “#20, #21 and #22” should be “#23, #24, and #25.”

MOTION by Fawcett, in keeping with New York State Education Law, I certify that I have reviewed all vouchers presented for payment, and that all disbursements are within the approved operating budget of the library, I therefore recommend that the Board of Trustees approve for payment August bills in the amount of \$162,804.79 as outlined in abstracts 23, 24, and 25; seconded by Dullea and carried.

DIRECTOR’S REPORT—continued

Monthly Statistics--DOC 06-121

There may be an error with regard to the number of hours open this month compared to last month. Fawcett asked the Library Director to verify the statistics.

Door Count and Circulation by Month—DOC 06-122

This document is a trend line showing the circulation count and the door count over the past five years.

Library Advisory Council Invitees—DOC 06-126

Potential members of the Library Advisory Council will be invited to the first meeting, to be held on October 19.

Page asked about the level of involvement that will be expected of the invitees. Steiner responded by stating that those that accept our invitation will be expected to attend as many meetings as possible, but that members will also receive information about the library in between meetings so that they can be informed and therefore inform others. She said that she expected a number of members to fall out after the first year and that others will be appointed in their place.

CHAIRMAN REPORT

Woloszyn talked about how uplifting it was to see the presentation Steiner did on the Kids Discovery Trail project-- seeing the kids’ faces is a reminder of why we are on the board.

Steiner passed out a list of topics suggested by the Foundation for the next joint meeting on September 11.

Woloszyn stated if anyone has suggestions for new strategies to strengthen our work with the Foundation to let Suzanne know. Fawcett asked if the board knows of any target opportunities or strategies that the Foundation may not be aware of to please share it.

COMMITTEE REPORTS

Technology Committee—No report.

Public Information and Advocacy Committee—No report.

Nominating—No report.

Long Range Planning Committee—Page

The committee has been reviewing the report Jeremy Lahnum, intern, put together on comparing our library with others. This information will help with establishing the Library's strategic plan.

Library Services and Policy—No report.

Finance and Personnel—Steiner

Steiner reported on County Administrator Steve Whicher's recommendations for library funding in 2007. (Refer to DOC 06-128).

So far, Whicher has recommended the following:

OTR 1—Contractual Salary Increases --\$66,722

OTR 2—Maintenance of Effort-- \$89,849

OTR 3—Collection--\$50,000 -- one time only.

OTR 4—Equipment/Furnishings and Technology --\$147,766 one time only.

Recommendation on hold pending discussion with the county's Information Technology Department.

OTR 5—Business Process Analysis --\$10,000 one time only.

OTR 6—Volunteer Coordinator-- \$15,000.

The downside is that he is working to find ways to cut county spending by \$1.6 million in order to achieve the goals set by the County Legislature. The library may be affected by these cuts. His budget is due on September 5.

LIAISON REPORTS

Friends-Fawcett

They are working on the fall sale and need volunteers. Go to www.booksale.org to find out more on how to volunteer.

Steiner pointed out that the Friends have adopted a new mission statement as outlined in DOC 06-129:

"The mission of the Friends of the Tompkins County Public Library is to place more books and library materials in more hands: to make the widest possible

range of these materials available to the entire population of the community for its knowledge and delight.

The organization strives to foster a partnership between the Friends of the Library and: the Tompkins County Public Library, other public libraries and library systems serving the county, and the community in order to advocate for and support quality library services for all.”

Foundation—Smith Jablonski

The Foundation is having their Annual kickoff on September 9th in conjunction with the library program, “Luxury, Then and Now”.

Smith also described the volunteers and interns that have been working for the Foundation which helps in sustaining the Library’s work.

County—Sigler

The budget the Library put forward was great. He thinks the county wants to see a lower payroll.

Meeting adjourned at 6:00 p.m.

Recorded by Milagros Hernandez
Board Clerk

Endorsed by Rajindra Aneja
Secretary of the Board