

TOMPKINS COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
June 27, 2006

TCPL Board members present: Henrik Dullea, Gary Woloszyn, Nancy Schuler, Rochelle Proujansky, Marcy Rosenkrantz, Barbara Page, Robert Sullivan, Leonardo Vargas-Mendez, Rajindra Aneja, and Eric Acree, and Gary Ferguson.

Board members absent: David Weil, Thomas Colbert, Larry Shinagawa, and Nathan Fawcett.

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

Chairman Woloszyn called the meeting to order at 4:00 P.M.

APPROVAL OF AGENDA (DOC 06-71)

MOTION by Sullivan to approve the agenda as amended, with the Foundation Report being moved up on the agenda before Public Comments; seconded by Aneja and carried.

Foundation Mid-Year Report (DOC 06-95)

Smith Jablonski presented a mid-year Report as outlined in DOC 06-95, a PowerPoint presentation.

The presentation covered an overview on the Foundation's role by going over the Foundation's Mission Statement and differentiating between the Friends and Foundation stating the Friends is analogous to a major donor like the Park Foundation or Borg Warner with the Foundation being similar to a development department except that it is independent.

She then went over the responsibilities of the Foundation—there's more to fundraising than "the ask." She went over the different aspects of fundraising: "friend-raising"; community relations, the engagement continuum as outlined by a diagram on page 2 of DOC 06-95; and the ladder of effectiveness as outlined in the same document which shows a diagram ladder from the least effective to the most effective form of fundraising.

Smith Jablonski then went over the following financial information:

- Fundraising goals of the Foundation comparing the goals to 2005 fundraising results
- Fundraising to date
- Library Support for 2006 the projected transfer to TCPL and what was paid on Library's behalf and the actual for 2005

It was noted that the Library only includes in its budget the revenue from the Foundation that is already committed. The budget is amended accordingly as gifts and grants are received.

The fundraising lunch raised less than projected and the restricted gifts fundraising is off to a slow start.

The summer activities, are adopt a periodical campaign; Barnes and Noble campaign and Farmers Market.

Ongoing appeals are matching donor interests with library needs.

There will be a joint meeting with the Foundation on September 11 (this is an extra meeting).

PUBLIC COMMENTS – None

ACTION ITEMS

Minutes – May 23, 2006 (DOC 06-072)

MOTION by Dullea to approve the May 23, 2006 board minutes; seconded by Rosenkrantz and carried.

Aneja asked for and received board consent to amend the minutes of April 25, 2006, as follows: Page 2, second paragraph, should read Motion by “Aneja” and not “Colbert” and the addition of the following to the Public Information Advocacy Committee report on page 3: “Aneja complimented the Committee on the overall tone. The budget objective states as ‘reducing the deficit.’ Aneja urged the Board to change the policy to ‘eliminating the deficit.’”

Audit of Bills – May 2006

MOTION by Finance Committee to approve the May bills in the amount of \$213,209.82 as outlined in abstracts 16, 17, 18, and 19; seconded by Aneja and carried with Dullea abstaining.

Dullea pointed out that the Treasurer reviews the bills to be paid, not the Finance and Personnel Committee and continues to assert that the Board of Trustees should not be approving bills that they have not reviewed. Aneja stated he always felt it should be delegated to the Treasurer. Schuler asked whether this discussion has taken place with the Board before; Steiner responded, stating that this had been investigated twice before.

The Board recommended that we petition the State Education Department and State Legislature to change the law to allow libraries to delegate the responsibility for bill approvals.

DIRECTOR’S REPORT

Steiner passed around library promotional brochures highlighting the summer reading programs, and recommended reading booklists.

Financial Report DOC 06-73

Since we are approaching mid year, budget amendments will be presented at the next meeting.

Statistics Report DOC 06-74

The summary is on page 5.

From the Reference Desk DOC 06-74

Rosie Rice will be sending a letter to the Tompkins County Legislators introducing herself and informing them of the range of questions the reference desk receives by forwarding the first two pages of DOC 06-74 along with the letter. The letter will also discuss reference and information services provided by the library and include a brochure created by Rice about Google searching, which was distributed to the board.

Staff Report DOC 06-75

Steiner discussed the search for a new Assistant Director. She has received 5 applications so far and is expecting more before the deadline of June 30th. She will be putting together a library staff committee to advise on the candidates.

Steiner commended Michelle Benjamin, Library Business Manager, on helping develop numerous budget scenarios and projections in preparation for the June 19 budget presentation to the County.

Departmental Workplans—Status Reports DOCS 06 78-82

The work plans help us see the range of accomplishment for each year and helps us stay on task. The workplans revolve around the Library's Strategic Plan. These are "Departmental" work plans as opposed to individual work plans.

Steiner discussed the plan for refocusing resources as outlined in DOC 06-83, stating the goal is to review processes and procedures and associated staffing assignments in order to streamline processes; reorganize staff for greater efficiency and increase the use of volunteers where appropriate. As noted, she feels we need to ask for a work process analyst professional in 2007 to help staff with streamlining processes and procedures.

CHAIRMAN'S REPORT

The Budget Presentation to the County was an invitation to present the library's fiscal position and outline where we would like to be. Dullea commended Janet Steiner on the presentation, stating that it was clear and transparent.

Proujansky asked what is the time table—where do things go from here? Steiner stated that she will meet with the County Administrator during July regarding the Library's budget needs. At the July board meeting, the board will then formally submit its budget request, including a list of Over Target Requests, prioritized. The County Administrator then releases his county budget recommendation early in September. The County Legislators meet as a Committee of the Whole. Actions are taken to change the County Administrator's recommendation. The legislature adopts its recommended budget in October, a public hearing is held, and the final budget is adopted in late November.

COMMITTEE REPORTS

Technology Committee—Weil-no report.

Public Information and Advocacy Committee—Sullivan

A schedule of monthly guest editorials for the Ithaca Journal has been developed. If anyone has suggestions, please let the committee know.

A revised proposal on the Library Advisory Council's purpose and function was distributed (DOC 06-96).

- Aneja requested that the Library Advisory Council's member expectations be expanded to include "provide feedback to the library".
- Page suggested that the words "assisted by representatives of" in the second paragraph be removed and replaced with "and one member from."
- Rosenkrantz suggested we should have an evaluation of this activity after one year.

MOTION to adopt the Library Advisory Council proposal with the above changes was made by Aneja and seconded by Sullivan; and carried.

Proujansky asked, in the second paragraph of the June 13 Public Information Committee minutes the following changes should be made, where it reads: "Rochelle suggested that someone from the library . . ." it should simply read: "Rochelle mentioned that the Ithaca Journal is seeking members for an advisory group."

Nominating-Colbert-no report.

Long Range Planning Committee The committee reviewed and revised a report from the Library Director which summarizes the progress made on the current Strategic Plan.

Finance and Personnel Committee—Fawcett absent—no report. Steiner briefly mentioned that the 2005 audit was outstanding. See the detailed report DOC 06-91. Fawcett will be giving highlights of the audit at July board meeting and board members should bring their audits with them.

Library Services and Policy—Page stated the committee had an informative meeting about the public programs that the library runs as outlined in DOC 06-93.

LIAISON REPORTS

Friends-no report.

County-no report.

Dullea brought up the discussion again about whether or not we want the county to define what "core" is. There was a lengthy discussion on the pros and cons of defining "core."

MOTION Eric Acree to adjourn at 6PM; seconded by Schuler and carried.

Recorded by Milagros Hernandez
Board Clerk

Endorsed by Rajindra Aneja
Secretary of the Board