

TOMPKINS COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES  
June 26, 2007

TCPL Board members present: Henrik N. Dullea, President; Michelle Benedict-Jones, Tom Colbert, Nathan Fawcett, Gary Ferguson, Barbara Page, Rochelle Proujansky, Marcy Rosenkrantz, Nancy Schuler, John Vineyard and David Weil

Board members absent: Eric Acree, Michael Stamm and Robert Sullivan

Also present: Rosie Rice, Acting Library Director; Milagros Hernandez, Board Clerk; Professional Staff Association and Support Staff Association

Henrik Dullea called the meeting to order at 4:00P.M.

APPROVAL OF AGENDA (DOC 07-86)

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

PUBLIC COMMENTS

A large number of the Support Staff Association members (“SSA”) came into the board meeting to discuss their concerns on the impasse of the SSA contract. Also present were Professional Staff Association members (“PSA”) members. Dullea welcomed the group. Jon Long, spokes person for the group, distributed a document entitled “Library Workers United for a Fair Contract” which listed the SSA’s concerns: Bargaining Concerns, Mathematical Concerns, Inflation Concerns and County Concerns. He went over each concern as outlined.

Dullea thanked Jon for his comments and stated that it is the Library’s desire to come to a mutually satisfactory contract. To do that we have to have movement by both parties. Mr. Wagner (Library attorney) is having conversations with Mr. Montani ( UAW Region 9 representative) and we hope we will see movement in the next few days.

Terry Harbin, Library A/V Aide, stated, the public should be encouraged to come to the board meetings and suggested that a sign be posted in the library the day of the meeting inviting people to come to the meeting.

Marie Quick, Library Page, asked why was the bus pass benefit taken away. David Bly, Library Clerk, stated all the Library had to pay was approximately \$480. Dullea stated he is not familiar with this issue but suggested that is was an appropriate topic for a labor management meeting.

SPECIAL PRESENTATION

Dullea introduced Bonnie Wojnowski, Head of Youth Services, who did a presentation on her department. Wojnowski passed out several documents, "Collection Development in the Youth Services Department" documents which listed the Library's collection specific to 2001-2007 and January 2006 – December 31, 2006. Wojnowski went over Youth Services statistics as outlined in another document she passed out. She spoke mainly about the programming portion of the Youth Services Department, which takes up approximately 50% of the department's time with the remainder of the time going toward reference services at 25% and collections at 25%. Wojnowski spoke highly of her staff and said that she loves working with them.

Dullea thanked Wojnowski for her presentation.

ACTION ITEMS:Minutes – May 22, 2007—DOC 07-87

**MOTION** by Proujansky to approve the minutes of May 22, 2007, seconded by Rosenkrantz and carried.

Audit of Bills—Fawcett

Fawcett distributed a document which summarized expenses--Abstract 16, 17, 18 and 19.

**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 bills in the amount of \$133,085.90 as outlined in abstracts 16, 17, 18 and 19; seconded by Colbert and carried.

Notice of Privacy Practices Policy—Rosenkrantz

**MOTION** on behalf of the Library Services and Policy Committee to approve changes made to the existing "Notice of Privacy Practices" policy regarding the section labeled "Information We Keep" (DOC 07-100). Approved unanimously by the Board. A lengthy discussion took place centering around the entire Privacy Practice Policy and it was decided that the Library Services and Policy Committee would incorporate suggestions made by the Board in a revised policy to be presented at the July board meeting.

County—Sigler

Sigler stated, he did not attend the Library's budget presentation on June 7, 2007, but had met with Janet Steiner and thought all the requests were reasonable. He has not gotten any feedback.

After Steiner's budget presentation, one of the legislators suggested the Library approach the Town of Ithaca for contributions to the Library. Dullea and Fawcett met with Town of Ithaca Supervisor Cathy Valentino, to discuss a contribution from the Town. She asked that it be made in writing and she will put it forth to the board at their meeting on July 9.

Strategic Plan Goals—Page

The proposed strategic plan goals were shared with the board. Page asked for comments and/or suggestions. The following comments and suggestions were given:

Rosenkrantz thought that Goal 1 and 3 could be combined.

Weil and Ferguson felt 1 and 3 should be kept separate--one relating to the physical and the other to the intellectual. Ferguson felt there does not need to be two public programming lines. Make the other a space related item.

In Goal 2, change “Effective use of library technology” to “Library technology and its effective use.”

Goal 4, change phrase to reflect “increase the awareness of” as oppose to “will be aware.”

Goal 5, change “effectively uses public resources” to “effectively uses public ‘**and private**’ resources.”

Goal 5, add County Legislative Support to the sub list.

Long Range Planning Committee--Contracting QPK—DOC 07-90—Page

**MOTION** on behalf of the Long Range Planning committee to approve the contracting of QPK Design to do an analysis of the Library’s projected space needs as outlined in DOC 07-90, approved unanimously.

Foundation Report

Dullea stated Suzanne Smith Jablonski will email a report.

Director’s Report—Rice

Carrie Wheeler, Public Programming/Community Relations Coordinator, started last week. She has begun updating the media list.

The Volunteer Coordinator has increased the volunteer hours by 7.8% and has been working on how we can get volunteers to feel more connected with the Library. A picnic has been planned for the volunteers for July 28. Rice passed out invitations to the picnic.

Rice attended the emergency information committee meeting for disaster planning. She is putting together a disaster plan for the recovery of library materials.

Regarding the construction on Cayuga/Green, discussions took place with the contractor and they have been asked to provide additional air filters for the Library. Fences will be put up in the parking area and staff will no longer be able to park in this area. A temporary TCAT shelter will be erected directly next to the library, near the Borg Warner entrance, which will include bike racks. No solution has been made for the book drop.

Finance and Personnel—Fawcett

The audit report was passed around with two cover letters which provides advice to management. No significant issues were found. The auditors pointed out that in a couple of instances the minutes reflected payments that were approved during a prior meeting. Therefore, careful attention should be made in future minutes in this regard. They also advised on contracting with a consultant to evaluate the future cost of retiree health insurance since we will be having several staff retiring in the near future. The need to have a more comprehensive inventory of office equipment was also noted. The auditors hold a very high regard for Michelle Benjamin's work in keeping financial records and excellent help throughout the audit.

Library Services and Policy—Rosenkrantz

Public lockers will be eliminated.

The limit on the number of DVDs which can be taken out has changed to 4 DVDs of any combination as opposed to 2 DVDs of each type.

They looked into allowing one-hour bookings of the Borg Warner room and decided to leave it as is.

Public Information—Schuler

No report—did not meet.

Technology—Weil

No report—did not meet.

Long Range Planning—Page

They now have the complete SWOT analysis report which they will be using as the basis underneath the strategic goals.

Nominating—Proujansky

Proujansky asked that the board start thinking of candidates they would like to recommend for the immediate future (Vargas-Mendez has resigned) as well as long range, for those whose appointments will expire.

By Laws—Colbert

They have been working on the Board Accountability document. Hernandez will make corrections to the document and forward to the Services and Policy Committee for their review and comments.

Friends—Fawcett

They have hired a company to do a thorough cleaning of the building.

EXECUTIVE SESSION—5:50PM

Dullea asked to go into Executive Session for the purpose of discussing personnel issues.  
Approved unanimously.

ADJOURNED 6:21pm

---

Recorded by Milagros Hernandez  
Board Clerk

---

Endorsed by Tom Colbert  
Secretary of the Board