

TOMPKINS COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES  
August 28, 2007

TCPL Board members present: Henrik N. Dullea, President; Eric Acree, Michelle Benedict-Jones, Nathan Fawcett, Barbara Page, Rochelle Proujansky, Marcy Rosenkrantz, Nancy Schuler, Michael Stamm, John Vineyard and David Weil

Board members absent: Tom Colbert, Gary Ferguson

Also present: Janet Steiner, Library Director; Rosie Rice, Assistant Director; Suzanne Smith Jablonski, Executive Director, TCPL Foundation; Sarah Glogowski, Librarian; Carolyn Brown, Clerk

Henrik Dullea called the meeting to order at 4:00P.M. A quorum was not yet present.

PUBLIC COMMENTS—None

Special Presentation: Sarah Glogowski, Adult Services, Librarian II

Dullea welcomed Glogowski. Sarah Glogowski described her reading blog located on the TCPL website. Reading challenges and blogs are fairly common in larger libraries generally with a challenge to read 50 titles a year. Glogowski upped the challenge to 100 books. Response to the blog has been very positive.

Glogowski is also the team leader of the Community Read project in the Library. This is the sixth year that the Library has collaborated with Cornell University on the Community Read. This year the title is The Pickup by Nadine Gordimer. Two thousand copies provided by Cornell have been distributed within the community in addition to the 350 copies in circulation at TCPL. All the local schools including the residential facilities (with the exception of George Jr.) and many organizations in the county have opted to participate. One thousand copies have been distributed to the schools and more than 700 copies have been distributed to organizations along with a packet of information, author biography and interviews, and discussion questions.

Efforts are in place to reach out to groups who have not traditionally participated. For the first time Loaves and Fishes is participating in the Community Read and the book is being read aloud at the facility. New this year is a pilot project to include private book groups. Glogowski is also available to provide guidance and information on starting a book group and how to run a group. The Community Read team will be going out into the community with the program, leading book groups, presenting to organizations such as The Downtown Business Women, and will be writing an Ithaca Journal opinion piece. A series of four programs are scheduled.

President Dullea thanked Glogowski and said that this is valuable information and should be shared in the community.

4:30 PM. Quorum present. Henrik Dullea called the meeting to order at 4:30 PM.

ACTION ITEMS:

APPROVAL OF THE AGENDA--DOC 07-124

The Agenda was amended to include DOC 07-142, Program Description and Over-target Request. TCPL's annual report, The Report to the Community was distributed.

**MOTION** by Fawcett to approve the additions to the agenda, seconded by Rosenkrantz; and carried.

Minutes – August 28, 2007--DOC 07-125

**MOTION** by Benedict-Jones to approve the minutes, DOC 07-125, of July, 2007, seconded by Vineyard; and carried.

Audit of Bills – July and August 2007 – Fawcett--DOC 07-128 &128A

Fawcett distributed a document summarizing expenses for July and August 2007.

**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 \$168,213.39 as outlined in abstracts 23, 24 and 25.

Motion seconded by Schuler; and carried.

Patron Privacy Policy--DOC 07-126

**MOTION** by Rosenkrantz on behalf of the Library Services and Policy Committee to approve changes made to the “Patron Privacy Practices” policy regarding the section labeled “What Information Do We Keep” (DOC 07-126).

Corrections: page 2, “To Whom will it be Disclosed?” change the wording to: We will provide this information to others only when pursuant to a search warrant or subpoena from a court of law. The Policy was approved unanimously with the changes. The document will be posted on our website with links to other relevant websites including the New York State Law 4509. Approved unanimously.

Reference Services--DOC 07-127

**MOTION** by Rosenkrantz on behalf of the Library Services and Policy Committee to approve changes to the Reference Services Policy.

Corrections: Page 2 Paragraph 1 add a hyphen between in and house, paragraph 4 take out “to” after effective service and add religious affiliation. This policy describes various reference services and how they are provided. The policy refers back to the Patron Privacy Policy and folds the current Tompkins County Research Service Policy into this over arching policy. There are no changes in fees.

Approved unanimously.

## DIRECTOR'S REPORT

Steiner reviewed the Monthly Statistics—DOC 07-129. Lines 93 and 94 indicate a significant decrease in Internet use in Youth Services. We have no explanation for the decrease.

Dullea asked about decrease in adult programs and attendance, lines 86 and 87. Rice responded that we were without a program coordinator for several months and effective programs need time to plan and implement. Carrie Wheeler, the new Programmer Coordinator, is in the process of introducing herself to the community and planning new programs.

Juvenile programs are also down, but there was an increase in teen programming.

### Community Libraries

Danby will be offering very limited services starting in January with reduced hours. They have decided to forgo deposit collections, will have a very limited McNaughton collection, and will rely on their permanent collection. Danby is in the process of building a new community center and the community library will have a place in the center and a more prominent presence in the community. We are working with them on the transition.

Caroline Community Library has not yet decided on how they will proceed.

Lansing Community Library will remain open to the end of 2007. They are considering a revote in December.

The circulation figures and volunteer hours for the community libraries are included in the monthly statistical reports. With these changes, the 2008 statistics will be affected.

Dullea asked Steiner to please express gratitude to Jon Long, Circulation Coordinator, for working with staff on customer service.

### Director Workplan – DOC 07-134

This is a progress report on the Director's workplan with the status of the tasks and added items at the end of the report. This is for the Board's consideration and for preparation for the annual performance review. Is this what the Director should be working on and are there other tasks that should be included in the workplan? Dullea said he would like to see tangible items forming a significant basis for a performance review and would like to bring the process to completion at the end of the year. Questions, additions and comments should be emailed to Fawcett

## PRESIDENTS REPORT

### FLLS Annual Meeting

Library Trustee Rosenkrantz has agreed to represent the Library at the Finger Lakes Library System annual meeting on October 10, 2007, at the Owego Treadway Inn.

Dullea passed on comments from Milt Goldstein, former Board Member and Chairman of the Board, expressing his appreciation for the ongoing work of the Trustees.

### Facilities

Schuler inquired as to whether the library is informed of the construction schedule. Steiner replied that we were informed early of the fencing going up around the library. The front door replacement has not yet been scheduled.

### COMMITTEE REPORTS

#### Finance and Personnel--Fawcett

Fawcett passed out the most recent version of the budget requests Janet and several trustees will be at the September 24 County Legislature meeting to advocate for the library's requests.

A submission of a \$50,000 request to the Town of Ithaca has been shared with the Town Board and is under consideration for their October 4, 2007, meeting. Fawcett and additional Board representation will be at the meeting to answer questions

Steiner will be meeting with County Administrator, Steve Whicher, on Thursday, August 30, 2007, to review the budget requests. Steiner will reiterate the need for core personnel. Fawcett suggested using the report from the System Analysis Consultant as another source to justify additional staff. Negotiations continue with both the Support Staff Association and Professional Staff Association groups. We hope to be back at the table with a concentrated effort with the support staff group and we have had a third meeting with the PSA.

#### Library Services and Policy Committee--Rosenkrantz

In addition to the Patron Privacy Policy and the Reference Services Policy the committee was asked to look at the Board Accountability document developed by the By-laws Review Committee. The committee opted to wait until Tom Colbert returned and then meet with Colbert and Benedict-Jones before bringing recommendations to the Board.

#### Technology Committee--Weil

Steiner is planning a session to educate the Board and the Staff on RFID. Schlossberg is writing a white paper on the development of the website including short and long term goals. The impact of the newly released Vista operating system on the network and Polaris was discussed as part of the scheduled computer replacements. The need to step up staff training and the formation of an internal staff technology group were given high priority. FLLS will be introducing downloadable audio books through Overdrive this fall.

#### Public Information--Schuler

We have lost members from the committee and need additional members. The committee is working on a plan of action to mobilize for budget presentations.

#### Nominating Committee--Proujansky

The committee welcomes suggestions and recommendations for new board members, and questions about the process. We have two vacancies on the Board and an additional spot in January. We make recommendations to the County Legislature, who make the appointments to the Board. The County Legislature also make recommendations for board members.

Weil asked if we have looked at the outside pressures and the effect on board members. Is what is asked of this board normal, greater, or less than other boards? Dullea said that Weil has taken a leadership role on the committees which has place an increased burden on Weil. His work on

the Technology Plan, on the Finance and Personnel Committee, and in collective bargaining is more than some other members have asked to do and we thank him for this commitment.

The pressures of outside obligations will always be with us. Benedict-Jones said that other boards she has worked on have required one committee assignment rather than two. A brief discussion followed with suggestions of fewer meetings, fewer committees and the possibility of combining committees.

Long Range Planning--Page

We are working with QPK on a space analysis report. We received a letter from FLLS thanking us for reaching out to them and agreeing to meet to discuss space issues.

We have six goals for the new strategic plan, have identified issues and will now be developing goal statements.

Friends of the Library--Fawcett

This year the Friends are trying to sign up groups to be responsible for a shift.

Foundation--Proujansky

Please highlight the September 23<sup>rd</sup> date for the kickoff of the annual appeal. There will be a reception with a brief talk by Chair Elizabeth Rawlings from 1:45 to 2:00 and a program from 2:00 to 3:00.

**MOTION** to adjourn by Vineyard seconded by Rosenkrantz; and carried.

ADJOURNED 5:43PM

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Recorded by Rosie Rice  
Assistant Director

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Endorsed by Tom Colbert  
Secretary of the Board