

TOMPKINS COUNTY PUBLIC LIBRARY  
APPROVED MINUTES OF THE BOARD OF TRUSTEES  
October 23, 2007

TCPL Board members present: Tom Colbert, Nathan Fawcett, Barbara Page, Rochelle Proujansky, Marcy Rosenkrantz, Nancy Schuler, Michael Stamm, and John Vineyard

Board members absent: Henrik N. Dullea, President; Eric Acree, Gary Ferguson, Michelle Benedict-Jones, and David Weil

Also present: Janet Steiner, Library Director; Rosie Rice, Assistant Director; Suzanne Smith Jablonski, Executive Director TCPL Foundation; Carolyn Brown, Clerk; and Michael Sigler, liaison, Tompkins County Legislature.

In the absence of the President, Vice-President Marcy Rosenkrantz convened the meeting at 4:05P.M. A quorum was not yet present.

PUBLIC COMMENTS—None

Special Presentation: Charlie Young, Sherpa

Rosenkrantz introduced Charlie Young, Systems Engineer from Sherpa Technologies, Inc. who provides the technology infrastructure for TCPL. Sherpa has been providing network support and desk top support for the public network and staff network since 1996.

Fawcett asked if we had more resources, what would we do? Young answered that we would be able to make progress on development of the network disaster recovery plan, which is a task that needs a concentrated block of time.

Smith Jablonski stated that not only does Sherpa provide technical support, but has also been a consistent donor to the library.

COMMUNICATION—None.

DOWNLOADABLE BOOKS—Downloadable books will be introduced to the Polaris Catalog. An onscreen presentation was shown on how to go about down loading an audio book. At this point in the meeting a quorum was present.

ACTION ITEMS:

APPROVAL OF THE AGENDA--DOC 07-153

The Agenda was amended as follows:

DOC 07-165 (Summary of Management Decisions Regarding Re-organization of Library) was added to the Agenda and distributed.

**MOTION** by Schuler to approve the additions to the agenda, seconded by Vineyard; and carried.

Minutes – September 25, 2007--DOC 07-154

**MOTION** by Fawcett to approve the minutes, of September 25, 2007, seconded by Stamm; and carried with the following changes:

On the 1<sup>st</sup> page, under “Also Present” Rosemarie Rice is listed twice.

Under Nominating Committee, replace text with, “ Will share recommendations concerning trustee nominations during this afternoon's Executive Session.”

Audit of Bills – September and October 2007 – Fawcett

Fawcett distributed a document summarizing expenses for September and October, 2007.

**MOTION** by Fawcett, on behalf of the Finance and Personnel Committee 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 \$155,687.28 as outlined in abstracts 29, 30 and 31; carried.

FOUNDATION REPORT –Suzanne Smith Jablonski

Smith Jablonski passed out a Book Fair Voucher which can be used at Barnes and Nobles with a percentage of the net sale to be donated to TCPL through the TCPL Foundation. The voucher can be used October 25 & 26.

The Foundation has two events as part of the book sale, Author Appreciation and a story time to attract people to the store. Smith Jablonski encouraged the board to attend. Page asked how much money have we raised in the past with this event. Smith Jablonski stated, the first time they did it they raised approximately \$3,000. At that event they were able to hand out vouchers in the store. They do not allow us to hand out vouchers in the store any more. Hence, the second time they raised only approximately \$300.

On Sunday November 11, 2-5 p.m. at the home of Elissa Cogan and Barry Chester the Foundation will be holding an event to recognize a subset of donors who have been giving consecutively for the past 10 years. They deserve a special thanks. An invitation was mailed out to all board members. If you have not received one please let Smith Jablonski know.

DIRECTOR’S REPORT—Janet Steiner

Steiner passed out an invitation to a reception for the Kids Discover the Trail. The reception will take place November 29, from 4:30 p.m. -6:30 p.m. and is to thank all those who have made the Trail possible. Board members will get a chance to meet the board and partners who are part of the trail.

On the same day, November 29, there will also be an RFID informational sessions at the Library’s Borg Warner Room. Three of the sessions will be identical, so trustees will be able to come when it is convenient.

Steiner thanked Millie Hernandez for her work on behalf of the library. She also thanked Sarah Glogowski and Carrie Wheeler for their presentation at the Library Advisory Council meeting.

At the Library Advisory Council meeting, members were asked, “What services they would like to get from the Library that they are not currently getting” .Comments will be shared once they are compiled.

Rochelle expressed concern that the preschool story time will not be provided during the spring this decision was linked in the staff report to the extra time necessary for the Kindergarten KDT program. Janet will ask Department Head, Bonnie Wojnowski, to review this decision. Janet will carry the message to IPEI that funding must be sufficient to support the program

Steiner presented the reorganization of Adult Services. Although this restructuring was in process before the Steve Goodfellow report, it fulfills one of the recommendations from the Business Process Analysis Report. Steiner will now be working with Technical Services on an action plan to reduce the processing time for new materials. Volunteer use in the department has increased and the Polaris Acquisition module will be investigated.

Steiner and Rice will be exchanging supervision of the library departments. Steiner will be supervising Adult and Technical Services and Rice will be supervising Circulation and Youth Services.

#### PRESIDENT’S REPORT

Rosenkrantz encouraged all Board Members to attend the RFID session. A number of sessions are scheduled and Board Members may attend any of the sessions.

#### COMMITTEE REPORTS

##### Library Services and Policy—Marcy Rosenkrantz

This committee will meet with the Bylaws Review Committee to discuss the Board Accountability Statement.

##### Long Range Planning –Barbara Page and Michael Stamm

The committee has made progress on the strategic plan and will meet on Thursday.

##### Finance and Personnel--Fawcett

Steiner and Fawcett made a presentation to the Ithaca Town Board for funding. The request was subsequently voted down 4 to 3.

A note that with the \$25,000 acquisition request, the increase to our county budget allocation is .5%

##### Public Information—Schuler

Please read the article included in the board packet: What is your library worth?

Nominating Committee—Proujansky

The committee is working hard to fill the two positions that will be vacated at the end of the year.

LIAISON REPORTS

County—Sigler

The Board thanked Sigler for his support of the library acquisitions budget request.

Friends of the Library—Fawcett

Friends fall sale proceeds were down due to the need to limit the number of people allowed in the building at a time to 220, according to a recent ruling by the Fire Marshal, which number includes booksale volunteers.

The Library is very grateful to the Friends for their ongoing contribution to the library. At the same time the county should be aware that it is unrealistic to depend on soft money and the Friend's generosity for the acquisition budget which is a basic service of the library.

The Friends have generously recommended an increase to last year's budget of \$10,000 for a total of \$270,000. The budget must be voted on at the Friend's annual meeting. A resolution will be drafted to thank the Friends for their contribution.

The Board would like to thank Milagros Hernandez for her enormous enthusiasm and her help. They wished her great success in the future.

At 5:45 p.m. the board voted unanimously to move to executive session to discuss personnel issues and collective bargaining.

At 6:20 p.m. the Board came out of executive session and voted to adjourn.

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Milagros Hernandez/Rosie Rice  
Board Clerk/Assistant Director

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Endorsed by Tom Colbert  
Secretary of the Board