

TOMPKINS COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
November 27, 2007

TCPL Board members present: Henrik N. Dullea, President; Eric Acree, Richard Driscoll, Gary Ferguson, Barbara Page, Rochelle Proujansky, Marcy Rosenkrantz, Nancy Schuler, Michael Stamm, John Vineyard, David Weil .

Board members absent: Michelle Benedict-Jones, Tom Colbert, and Nathan Fawcett

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

Meeting convened at 4:07 P.M. A quorum was present.

PUBLIC COMMENTS—None

Special Presentation: Rosie Rice, Assistant Director

Rice spoke of her four primary areas of responsibility: working with facilities, safety and security, staff development and training, and supervising the Youth Services and Circulation departments, Public Programming and Outreach Coordinator, Volunteer Coordinator and security services. Regular meetings are scheduled with Tompkins County Facilities throughout the year to work on problems and library maintenance issues. Facilities staff have been very responsive to library concerns and day-to-day problems.

Rice works with a committee to identify staff concerns and to update procedures in the safety and security manual. Recently the committee has updated procedures for addressing Code Adam for lost children and the definition of service dogs.

One of the biggest challenges is providing the right staff training and development at the right level for each staff person. Training is provided through in-house workshops and at general staff meetings, through mentoring and one-on-one training, TC3 and SCRLC classes and workshops, conferences and through on-line webinars and classes. Once a year we close the library for staff development day.

COMMUNICATIONS

President Dullea thanked Rosenkrantz for presiding over the last meeting while he was in China. He extended a warm welcome to our newest Board member, Richard Driscoll, and to Donna McArthur, temporary secretary, to the Library.

Eric Acree is working with Carrie Wheeler, Public Programming and Outreach Coordinator, on programs for Black History Month highlighting community Leaders and invited the board to attend these programs which will take place in February 2008.

This is the time to write to the Governor regarding his 2008 state budget and encouraging him to include permanent increases for library funding. The library will provide a sample letter.

ACTION ITEMS:

DOC 07-165 APPROVAL OF THE AGENDA.The Agenda was amended as follows:

DOC 07-175 STRATEGIC PLAN. Remove from Action Items. Initial discussion will take place today with action scheduled for December.

DOC 07-177 2008 BUDGET. The board packets did not include the full draft budget. Steiner distributed the document and requested that board members review and be ready to act on it in December.

MOTION by Proujansky to approve the changes to the agenda, seconded by Schuler; and carried.

DOC 07-166 MINUTES –OCTOBER 25, 2007

MOTION by Stamm to approve the minutes of October 25, 2007, seconded by Page; and carried with the following changes:

On the page 3, Proujansky asked that the paragraph regarding preschool story hour be clarified as follows: “Rochelle expressed concern that the preschool story time will not be provided during the spring due 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 is not enough to support the program.”

Audit of Bills –October/November 2007 – Dullea

Dullea distributed a document summarizing expenses for October and November, 2007.

MOTION by Dullea, “On behalf of the Finance and Personnel Committee and 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.

DOCS 07-168/173 DIRECTOR’S REPORT—Janet Steiner

Director Steiner reviewed the monthly statistics and pointed out some of the highlights. Proujansky expressed an appreciation for John Cohen’s report of the increase in volunteer hours and said it was modestly stated, but important.

On November 29, there will be three identical RFID informational sessions at the Library’s Borg Warner Room. Trustees are encouraged to come to one of the sessions.

The Library Strategic Plan will be an action item at the December meeting. Trustee Page provided an overview of the plan, which includes an introduction by the Board President, an executive summary, organizational profile and history, an explanation of the planning process including top results of the SWOT analysis, demographic and library trends, and program goals and strategies. The goals and strategies were written with an orientation and focus toward patrons.

Appendix 2 of the strategic plan is the benchmarking study. It was very difficult to find similar libraries with which to compare ourselves. Staff size was chosen as the median for comparison; all libraries being compared had no branches or bookmobiles. Several NYS libraries and several libraries in college towns were also included. Steiner reviewed the key findings and stated that some of the results were predictable, while others led to more questions.

FOUNDATION REPORT –Rochelle Proujansky

Proujansky thanked the Board Members for responding to the annual appeal and if they have not already responded, encouraged them to do so.

PRESIDENT’S REPORT - Henrik N. Dullea

Dullea, Fawcett and Steiner attended the Friends of the Library annual meeting. Dullea and Steiner presented them with a Certificate of Appreciation and thanked the Friends for their support of the Library. The comments were well received.

Dullea reminded the board that non-governmental support of the library is truly extraordinary.

COMMITTEE REPORTS

DOC 07-174 Library Services and Policy—Marcy Rosenkrantz

The committee discussed the small account program for delinquent accounts. While the committee was ready to recommend acceptance of this program to the board, Circulation Coordinator Jon Long asked for an opportunity to meet with the committee to share his comments. The committee will revisit the program at the next meeting.

The committee met with the Bylaws Review Committee to discuss the Board Accountability Statement. The committee proposed using the entire January meeting to discuss this topic and to annually reserve the January meeting for this purpose. President Dullea expressed support for this process. Links and/or documents will be provided to facilitate an active discussion. All non-essential items will be removed from the January agenda.

DOC 07-175-176 Long Range Planning –Barbara Page and Michael Stamm

The committee has made progress on the strategic plan and will meet on Thursday. Much of the committee’s work was reported earlier in the meeting during the Director’s report on the strategic plan and the benchmarking study. This has been a long process beginning in January 2006.

DOC 07-177 Finance and Personnel-- Henrik N. Dullea

A draft budget for 2008 was presented. Trustees were encouraged to review it prior to the next meeting. Dullea pointed out that 2008 county support for the library increased by only a half of one percent.

Public Information— Nancy Schuler

The committee reviewed the proposed new library brochure. The committee will be reviewing 2008 public programming plans.

Nominating Committee—Rochelle Proujansky

The committee is working on filling the two positions that will be vacated at the end of the year.

LIAISON REPORTS

County—Michael Sigler

The Board thanked Sigler for his support of the library in the 2008 county budget process. Sigler said that he felt that funding for acquisitions was a high priority for him and that he would continue to support funding for this in future library appropriations.

At 5:49 p.m. Rosenkrantz moved to move to executive session, to discuss personnel issues and collective bargaining, seconded by Vineyard. Approved unanimously.

At 6:23 p.m. the Board came out of executive session. Weil moved to adjourn, seconded by Driscoll. Approved unanimously.

Rosemarie Rice
Board Clerk/Assistant Director

Endorsed by Tom Colbert
Secretary of the Board