

TOMPKINS COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
December 15, 2009

TCPL Board members present: Henrik Dullea, President; Eric Acree, Thomas Colbert, Nancy Schuler, Barbara Page, Rochelle Proujansky, Marcy Rosenkrantz, John Vineyard

Board members absent: Richard Driscoll, Nathan Fawcett, Michael Hall, Christine Sanchirico, Michael Stamm

Also present: Susan Currie, TCPL Director; Rosemarie Rice, Assistant Director; Jean Stewart, Library Secretary; Tonya Curran, Volunteer Coordinator

Meeting convened at 4:08 p.m. In the absence of a quorum, the presentation was given by Tonya Curran, Volunteer Coordinator.

PRESENTATION BY TONYA CURRAN

Tonya reported to the trustees that she has enjoyed meeting the library staff and volunteers since she began at the end of October. She has been assessing the needs of the departments and staff to see where gaps exist. When Tonya started the records were showing that there were 85 vacant volunteer hours, but as of the end of November, that number has been reduced to 22 vacant volunteer hours. The need is greatest in Circulation, and they utilize 2 volunteers per hour. To date, volunteers have given 6,342 hours to TCPL. If paid at minimum wage, their salary would total \$46,000. If the volunteers were paid based on the industry standard, the salary would increase to \$128,000.

Tonya's goals for the volunteer program are: to formalize the operation of the program. She wants to increase the number of volunteer recognition events and asked the trustees to please contact her with any ideas. Tonya mentioned the new "Reader is In" program that has been started in Youth Services. She expects participation to increase once the times schedules are worked out.

S. Currie told the board members that Tonya's enthusiasm has energized the volunteer program. She has already had a positive impact on the program. President Dullea thanked Tonya for her presentation and asked what types of things the volunteers do in Circulation. Volunteer sort bins, separate the AV materials, shelf read and clean computers and books. The volunteers also work in tandem with supervisors to shelve the returned books. One of the volunteers is training patrons on Internet use. J. Vineyard commented that he can see that the contribution of the volunteers to the library is much more than just saving money.

R. Rice reported that Tonya is working with Ithaca College and Cornell with the Martin Luther King Day volunteers. President Dullea wanted to know what the library could do in regards to public information. Tonya is working with Suzanne Smith Jablonski and the Foundation Marketing committee to publicize the "Reader is In" programs. He suggested that Tonya also work with Carrie Wheeler-Carmenatty to generate a media release. President Dullea thanked Tonya for her presentation and her work with the volunteer program.

A quorum was present at 4:25 p.m.

APPROVAL OF AGENDA DOC 09-155

MOTION was made to approve the agenda. Carried unanimously.

PUBLIC COMMENTS

None

ACTION ITEMS

APPROVAL OF DRAFT MINUTES DOC 09-156

MOTION was made by Schuler, seconded by Vineyard, to approve the minutes of November 24, 2009. Approved unanimously.

APPROVAL OF BILLS

In the absence of Fawcett, President Dullea stated: "I, President Henrik Dullea, in keeping with New York State Education Law, certify that I have reviewed all vouchers presented for payment, and that all disbursements are within the approved operating budget of the library, and therefore recommend that the Board of Trustees approve payment of December bills in the amount of \$57,860.45 as outlined in Abstracts 36 and 37. Approved unanimously.

2010 Proposed Budget DOC 09-157

J. Vineyard reported that the Finance & Personnel Committee has produced a budget for 2010 that shows some reduction in the library's expenses. There was discussion about some of the reductions. President Dullea stated that the budget was very conservative. **MOTION** was made to approve the 2010 Budget. Approved unanimously.

Nominating Committee Report DOC 09-158

Rochelle Proujansky distributed the Nominating Committee Report (DOC 09-158, dated December 15, 2009) which outlined proposed candidates for positions on the Board of Trustees and a proposed 2010 slate of officers, along with minutes of the December 10, 2009 Nominating Committee meeting. There was discussion about the qualifications of the candidates. President Dullea thanked Proujansky for her great leadership of the Nominating Committee in choosing the candidates for the board. He expressed appreciation for all of the hard work the committee put into considering the criteria for selecting the candidates (see Guidelines for the Nominating Committee of the TCPL Board of Trustees). S. Currie also thanked R. Proujansky for the amount of time and effort put into choosing the candidates. **MOTION** was made to approve the proposed candidates, Diane Goodman-Daniel, Gewn Glazer, Cynthia AB Nicholson, and Martha Walker and officers for the 2010

Board of Trustees: Henrik Dullea, President, Marcy Rosenkrantz, Vice President, John Vineyard, Treasurer, and Michael Stamm, Secretary. Approved unanimously.

FOUNDATION REPORT

In the absence of Suzanne Smith Jablonski, Proujansky reminded the Board that there is a table at the entrance of the library staffed by TCPL Board trustees and Foundation Board directors for the purpose of greeting patrons and highlighting the Annual Appeal. There are still a few time slots available for trustees to sign up. The Annual Appeal is progressing well. Approximately 65% of the 2009 target goal has been met, with two weeks remaining until year end.

The endowed book fund honoring Janet Steiner has well exceeded \$5000. The results from the Ithaca Alternative Gift Fair are not in yet.

DIRECTOR'S REPORT

S. Currie reported that she and Michelle Benjamin completed an IRS Educational Audit on December 4th. The outcome is that TCPL is in compliance with everything that should be done concerning benefits, RFP's, bill paying, personnel hiring, and fringe benefits. More W-9's have to be given to independent contractors hired by the library.

Currie stated that she appreciates all of the help from the board members whose terms are expiring. She asked all of the trustees to think about what they wished they had known when their terms as trustees started. She would like to pass this information on to the new trustees .

Currie has had positive comments from patrons about the lack of book carts lined up, and about the cleaning of the community bulletin board.

President Dullea, and other board members discussed the staff development reports included in the board packet. He would like the board to be updated on green initiatives the library is involved in.

PRESIDENT'S REPORT

President Dullea congratulated Barbara Page on the successful sale of the Potter collection. He also thanked her and Tom Colbert for their years of service. He asked the board members for their committee requests for 2010.

COMMITTEE REPORTS

Technology - Did not meet.

Library Services and Policy - December 2, 2009 minutes submitted in board packet. Acree comments on the work that needs to occur concerning the BorgWarner Room policy and fees. President Dullea thanked J. Stewart for her presentation to the committee.

Finance & Personnel - December 9, 2009 minutes submitted in board packet. J. Vineyard informed board members that a modest honorarium has been presented to Rosie Rice in appreciation of her hard work as Interim Director while a new Director was being sought.

Public Information Committee - Rosenkrantz reported that the Meet & Greet Susan Currie gatherings that will be held in the new year will, for the most part, be managed by the Foundation. The TCPL board of trustees will coordinate the Meet & Greet functions to be held with the legislators.

Library Art Acquisitions Committee - Barbara Page stated that the library will receive approximately \$4,000 from the sale of the Potter collection, and the committee will need to decide what to do with the money. The committee will also need to draft a policy concerning future commissioned works.

LIAISON REPORTS

Friends - No report.

Legislature - none

MOTION to adjourn was made by Vineyard, seconded by Page at 5:49p.m. Carried unanimously.

Recorded by Jean Stewart
Library Secretary

Endorsed by Thomas Colbert
Secretary of the Board