

TOMPKINS COUNTY PUBLIC LIBRARY  
DRAFT MINUTES OF THE BOARD OF TRUSTEES  
April 22, 2008

TCPL Board members present: Eric Acree, Tom Colbert, Michael Hall, Barbara Page, Rochelle Proujansky, Marcy Rosenkrantz, Nancy Schuler (left at 5:30), Michael Stamm, David Weil

Board members absent: Susan Currie, Richard Driscoll, Nathan Fawcett, John Vineyard

Also present: Janet Steiner, Library Director; Suzanne Smith Jablonski, Executive Director, TCPL Foundation; Rosemarie Rice, Assistant Director, Jean Stewart, temporary Secretary; Carolyn Brown, Library Clerk; and Jon Long, Circulation Coordinator.

Meeting convened at 4:11 p.m. In the absence of a quorum, the meeting moved to the Technical Services mending area for a demonstration and presentation by the mending staff.

Melanie Pacelli, Technical Services Department Head, explained that the goal of mending is to extend the life of damaged and worn materials and to increase the life expectancy of new materials. Examples of new materials that require mending are direct orders from publishers or bookstores without preprocessing, books from the Friends that lack covers and labels, trade paperbacks that require reinforcement of the covers, and books that require special processing. Books that require special processing include those with extra pieces, such as maps that need to be attached to the book or placed in pockets attached to the book, pages that need to be tipped into the book, and the reinforcement of pop-up pages in children's books.

Tammy Drake is the half time mending clerk. At one time we had one and half clerks working in mending. Tammy demonstrated the laminating process, showing the complexity and the time required to cover one book. She then demonstrated the new coLibri machine, which efficiently placed a plastic cover on a large trade paperback in a fraction of the time it took to laminate the other book. These covers offer a snug fit, but can be removed if needed. Amy Davis, library clerk, demonstrated the preferred method of covering paper book covers. Books

ordered from Baker and Taylor, our book jobber, come with plastic covers. Books ordered directly from bookstores or publishers need to be covered by library staff.

We have a new procedure for acquiring high demand items from Barnes and Noble. These items are selected by the librarians and delivered every Tuesday to the library. These books are covered and processed within 24 hours.

Items sent to mending are first reviewed by the librarians to see if the item should be replaced, discarded, or mended. Tammy then evaluates all the remaining materials to determine what can be mended and what process should be used. She mends and repairs books, recommends items to be sent to the bindery, sends, processes, and maintains bindery records. Books sent to the bindery include out-of-print titles and unique items such as our local history books. Bindery books are sent to Ridley Bookbinding in Ithaca.

The meeting reconvened in the Borg Warner room at 4:36. A quorum was present.

#### APPROVAL OF AGENDA

**MOTION** by Schuler to approve the agenda, seconded by Rosenkrantz; approved unanimously.

#### PUBLIC COMMENTS

None

President Dullea extended a warm welcome to the Board to Chris Sanchirico, trustee nominee.

Steiner introduced Jean Stewart, our temporary secretary. Dullea welcomed her and expressed appreciation for her work at the library

Acree is hosting a Richard Wright symposium in the Spring of 2009 on Wright's 100<sup>th</sup> birthday. He is hoping that the library as well as the local high schools will be involved in the programs and the reading of Wright's books.

ACTION ITEMS

**MOTION** for adoption by Schuler, seconded by Hall, to approve the minutes of March 26, 2008; approved unanimously.

Audit of Bills - March-April 2008

**MOTION** by Dullea in Fawcett's absence, "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 for payment of March-April 2008 bills in the amount of \$166,788.47, listed in **Abstracts 8, 9 and 10**". seconded by Hall; approved unanimously.

Proposed change in Circulation Policy

Rosenkrantz reported that after reviewing delinquent accounts, it was observed that a large number of patrons owe less than \$10 in fines and fees. Circulation Department Head, Jon Long, did an analysis of this category and agreed that lowering the amount at which patrons can still check out would be a way to recover money owed to the library. This change would be phased in over time starting in June and reducing the upper limit by a dollar a month until October when the upper limit would be \$5 for a patron to still check out. Signage, press releases, website, bookmarks and check-out receipts would be used to publicize the change. Shuler asked for future updates on this change.

**MOTION** by Rosenkrantz to accept the change in policy, seconded by Colbert; approved unanimously.

FOUNDATION REPORT

Smith Jablonski reported on the Inside Story Lunch to be held on May 15 at the Country Club. Plans are shaping up nicely with all the speakers lined up and the video nearing completion. She announced that a donor recently contributed \$3,000 toward this year's community read. This money will be used to purchase additional copies of the book to be distributed in the community.

The Foundation has been notified of a forthcoming bequest from the estate of Judith Holliday, a Cornell fine arts librarian, valued at roughly \$24,000. This money will be added to the general endowment fund.

The Foundation also received a bequest from the estate of Fran Ramin, who was involved with the Library, the Foundation and the Friends, for \$25,000. This money will also be added to the general endowment fund.

On Sunday, June 29<sup>th</sup>, at 2:00 PM there will be an invitation-only thank you event at a Foundation board member's home, to which all trustees are cordially invited. The event is intended to specially recognize loyal donors who have contributed annually for ten years or more.

### DIRECTOR'S REPORT

Steiner asked Board Members to please forward additional questions on the first 7 items in the packet to the Director. Steiner pointed out that the staff report is very full showing the many accomplishments and activities going on in the library. The monthly statistical report is in a new format to match the annual state report. This month only the statistical report shows the corresponding numbers to the old reports. The number of registered patrons is higher than normal because the annual purge has not yet been completed. Volunteer Recognition event is May 1<sup>st</sup> and all Board members are invited to attend

Page asked about the number of computers being replaced this year. The computers that are being replaced this year include those on the public service desks. Dullea commented that Technical Services report indicates the withdrawn items are not sent to the Friend's at this time. Directly before the booksale, the Friends do not accept donations. TCPL Librarians are invited to select items for the library before the sale. This occurred last week.

Rice reported on a planned power outage for next Tuesday, April 29, from 7:00 A.M. to approximately 11:00A.M. There will be a two hour delay in opening of the library. Staff will report at 11:00 and the Library will open to the public at noon. The lack of power means that there will no phone services as well. Press releases, signage, and the website will be used to alert the public.

The front doors to the library still include a railing, which is causing a problem for patrons in wheel chairs. The railing was not in the original plan. However it is a building code requirement. Facilities is working with the contractors and QPK, building architects, to find ways to remove the railing and to stay within code.

Steiner presented a PowerPoint presentation outlining the steps the library staff have taken to respond to the recommendations by the Business Process Analysis conducted by Steve Goodfellow. A great deal has been accomplished since the report was presented. The significant role of the Finger Lakes Library System (FLLS) role in ordering, receiving and processing materials was missing from the report. Technical Services staff and FLLS staff met to review the process. This relationship will need further examination if FLLS elects to move to a new location when their lease is up in 2010. A portion of the PowerPoint Business Analysis will be included in the budget presentation to the County Legislature.

The new library brochure designed by HL&W is complete with new pictures. The Discovery Trail is highlighted on the back of Winter Recess brochures. The Board members received a new copy of the Code of Ethics. All Board members are invited to the volunteer recognition event on May 1 from 4 to 6.

#### PRESIDENT 'S REPORT

Dullea pointed out that budget season has begun. The informal presentation to the County Legislators will be by June 18<sup>th</sup>. All board members are invited to attend. Financial issues that come up repeatedly are the participation of the Town of Ithaca and the City. Currently the city provides approximately \$12,000 through a sales tax formula. Steiner and Dullea will be scheduling a meeting with Mayor Peterson and have scheduled a meeting with Ithaca Town Supervisor, Herb Engman to discuss this issue.

COMMITTEE REPORTS

TECHNOLOGY COMMITTEE - Did not meet.

LIBRARY SERVICES - Rosenkrantz already presented a change in the limit of fines and fees in order to check out. Additional discussion included the age at which children can get library cards and the disbanding of the VHS collection this year. Some VHS will be sold, and some to the Friend's booksale. Attempts are being made to replace heavily circulated items in DVD. Hall suggested the possibility of digitalizing some of the videos especially irreplaceable local history videos

LONG RANGE PLANNING COMMITTEE - Page reported that the committee discussed planning for effective ways to work with our County Legislators, enhancing our relationship with the Friends and the Foundation, and exploring doing more for the Foundation with fund raising.

PUBLIC INFORMATION - Stamm invited all Board members to a meeting on May 14<sup>th</sup> to review the final version of the public relations report by HL&W.

NOMINATING COMMITTEE - Proujansky welcomed Chris Sanchirico to the meeting and expressed frustration that the County Legislature has not yet voted on approval of Sanchirico to the Library Board. Sanchirico's name was submitted to the County in February.

FRIENDS - Rosenkrantz reminded everyone that the Board has agreed to working at the sale on Sunday, April 26, from 3:00 to 5:30. Most volunteers will be pricing. If any board members need training, please contact Rosenkrantz.

EXECUTIVE SESSION.

**MOTION** by Rosenkrantz, seconded by Proujansky to go into Executive Session; approved unanimously.

At 5:49 the board moved into Executive Session for the purposes of discussing collective bargaining issues and personnel matters.

The board came out of Executive Session at 6:10.

On a **MOTION** by Rosenkrantz, second by Proujansky, the board unanimously approved the following changes in Management/Confidential Salaries:

Michelle Benjamin, Principal Account Clerk Typist (Labor Grade K11), 5.3% increase retroactive to January 1, 2008.

Rosemarie Rice, Assistant Director (Labor Grade Q), 3% increase retroactive to January 1, 2008.

Janet Steiner, Library Director (Labor Grade T), 3 % increase retroactive to January 1, 2008.

ADJOURNMENT

**MOTION** by Proujansky seconded by Rosenkrantz to adjourn; approved unanimously.

Meeting adjourned at 6:13 p.m.