

TOMPKINS COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
June 24, 2008

TCPL Board members present: Henrik N. Dullea, President; Eric Acree, Tom Colbert, Susan Currie, Richard Driscoll, Nathan Fawcett, Michael Hall, Rochelle Proujansky, Marcy Rosenkrantz, Nancy Schuler, Michael Stamm, John Vineyard, David Weil

Board members absent: Barbara Page, Chris Sanchirico

Also present: Janet Steiner, Library Director; Rosemarie Rice, Assistant Director, Jean Stewart, Library Secretary; Bonnie Wojnowski, Youth Services Department Head.

Meeting convened at 4:08 p.m.

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

None

The Board meeting moved to the Adult Services Reference Desk for a demonstration and presentation. Lawrence Carey and Cassandra Shortle, Adult Services Librarians spoke to the group. Carey spoke of the importance of the reference interview to provide the correct information to our patrons. Reference books, databases, the online Polaris catalog, and the Internet are used to answer questions. A sampling of reference books was on display.

Cassie demonstrated the new dual monitor system. The dual monitors are an important tool for furthering our commitment to information literacy by instructing and guiding patrons through searches of the online catalog, the databases, our website or the Internet. When not being used with patrons,

the screens run a PowerPoint highlighting library services, programs and new books and materials. Larry spoke eloquently on the power of databases and demonstrated Reference USA and the new database Alexander Street. Reference USA can be a powerful tool for business. Alexander Street is a new product that allows patrons to view plays, operas, and listen to world music.

The Board reconvened in the Borg Warner Room at 4:36 p.m.

Acree commented that the Librarians understated the importance of the reference services and the diversity and skills needed to help patrons with the wide range of questions.

Currie commented that as a librarian she was impressed with the knowledge and commitment to service of the librarians.

ACTION ITEMS

MOTION was made to approve the Minutes of May 27, 2008, by Fawcett, seconded by Proujansky with the clarification that Proujansky reported on the Foundation on behalf of Executive Director Suzanne Smith Jablonski; approved unanimously.

Audit of Bills June 2008

MOTION by Fawcett, "I, Treasurer Nathan Fawcett, 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 June 2008 bills in the amount of \$120,003.69, listed in Abstracts **18, 19 and 20**"; approved unanimously.

Proposed Change in Policy regarding Library Cards

Rosenkrantz reported that the Library Services and Policy Committee is proposing the elimination of an age requirement to acquire a library card.

MOTION by Schuler to adopt the revised policy, seconded by Proujansky; approved unanimously.

Proposal to establish the position of Library Business Manager

Fawcett described the new position, which more completely describes the job description currently carried out by Michelle Benjamin. It is intended to replace the current job title of Principal Account Clerk/Typist.

MOTION to create the new job title of Library Business Manager at a hiring range of between \$39,000 and \$43,000; approved unanimously. The position will be posted internally only.

Resolution naming authorized officers

RESOLUTION - AUTHORIZING THE LIBRARY TREASURER TO MANAGE SECURITIES

WHEREAS, the Tompkins County Public Library was named as a beneficiary on a retirement account, and

WHEREAS, the Treasurer of the Tompkins County Public Library must authorize the release of the funds, and

WHEREAS other security transactions may require the Treasurer's authorization from time to time now, therefore be it

RESOLVED, that the Treasurer of the Tompkins County Public Library be authorized to sell, assign and endorse for transfer, certificates representing stocks, bonds, or other securities now registered or hereafter registered in the name of Tompkins County Public Library.

MOTION by Weil to approve the resolution, seconded by Vineyard; approved unanimously.

FOUNDATION REPORT

The Board viewed the Inside Story 2008 Video. Proujansky reported that \$106,080.00 in gifts and pledges has been raised as of May 31st. The goal is \$318,000.00. One-third of that amount was raised from the Lunch held in May. There will be increased outreach to businesses for pledges. Schuler said that the Town, City and County legislators should view the video. Steiner said that the video will be produced on DVD and given to County legislators. Acree suggested that the video be put on the Library website.

DIRECTOR'S REPORT

Steiner distributed this year's Community Read, *March* by Geraldine Brooks and Cornell's freshman read, *Lincoln at Gettysburg* by Garry Wills. The goal for next year is to have a thematic connection with Cornell and Ithaca College.

Steiner pointed out Bonnie Wojnowski's well-written report from the Public Library Association conference. Her attendance and that of Assistant Director Rice were underwritten by the Friends.

Steiner reported on the Martin Luther King Trail. The committee had a slow start and now has a schedule of meetings. At the last meeting Dr. James Turner provided a very informative overview of the life of Dr King giving highlights of his life and values.

Hall commented that failure to act is a breaking of trust with some of the community leaders and encouraged the library to proceed independently of the committee work

Rice passed around the media reports for the month and she reported on the critical incidents. She also reported on the collaboration of Adelle Leise, Youth Services Librarian; Joanne Church, Librarian from the DeWitt Middle School and TCAT. Leise and Church visited the 5th graders in all 8 elementary schools. Each student received information about the summer teen reading program, a free book, and a bus pass from TCAT to come to the library. The bus pass may be used by students throughout the summer.

It was proposed at the last Friends of the Library meeting that the next Volunteer Staff Recognition celebration will be a "Tea" scheduled for September 16th from 4 p.m. to 6 p.m. A committee will be formed. Volunteers and staff from the Foundation, FLLS, Friends, and the Library will be invited to attend.

PRESIDENT 'S REPORT

Dullea said Steiner gave an excellent presentation to the County Legislature. The members were positively engaged, asking questions and were supportive.

Sigler indicated that feedback from the County Legislature is that the presentation went well. The proposal to fund Sunday hours through a partnership with the City, Town, and County was well received. He is committed to supporting \$50,000 for permanent funding for library materials. Currently the library receives \$25,000 in permanent funding and \$25,000 in one time funding.

Dullea reported that his meeting with Cornell's vice-provost Michelle Moody-Adams went well. Many topics were discussed, as well as the Community Read.

COMMITTEE REPORTS

TECHNOLOGY COMMITTEE - Weil reported that the committee reviewed the technology budget which is on track. 51 computers have been replaced. A digital signage system to provide information about library news and events near the circulation desk is being investigated. The digitalization project has received funding from the Triad Foundation to digitalize local history books. The library website needs a face lift to coincide with the new marketing plan. Decisions need to be made on the role and direction of the website.

LIBRARY SERVICES - Rosenkrantz reported that the committee spent the majority of the time on eliminating age limitations for library cards. Since the meeting Rosenkrantz has been contacted by Page in regard to the strategic plan, especially concerning collections and invited to the next Long Range Planning Committee meeting.

LONG RANGE PLANNING - Page said that the committee is looking at collections because they are driving the space needs analysis. Steiner and Colbert are talking with coffee vendors and revisiting the coffee shop idea.

FINANCE & PERSONNEL - Fawcett distributed the 2007 Audit and gave kudos to Michelle Benjamin for working with the auditors and for keeping the books so well. A new GASB45 requires the recording of liability for post-retirement benefits that are based on actuarial data. The library's calculation of this liability will be done within the study being undertaken by Tompkins County.

A preliminary budget draft was discussed with County Legislators, who attended the May 18 library budget presentation. The Board will be asked to approve the budget proposal at the next meeting in July.

Rosenkrantz and Vineyard will be attending the workshop on Legal responsibilities of the library presented by the Finger Lakes Library System.

PUBLIC INFORMATION COMMITTEE - Stamm distributed the minutes of the meeting. Steiner and Wheeler did a great job of boiling down the HL&W marketing report so that we can proceed. Claritas will be here on July 3, 2008 to explain the demographic data.

NOMINATING COMMITTEE - Proujansky stated that the committee will be contacting Trustees whose terms conclude in December, 2008.

LIAISON REPORTS

Friends of the Library - Fawcett reported that building renovations are continuing. Books are coming into the booksale, which is encouraging but the spring booksale revenue was down and the friends may not be able to be as generous in the future as they would like.

Tompkins County - Dullea thanked Sigler for his leadership on behalf of the library in the County Legislation. He asked that Sigler please let the Board know if there are any questions.

EXECUTIVE SESSION

MOTION by Vineyard, seconded by Rosenkrantz go into executive session for the purpose of an update on collective bargaining issues; approved unanimously.

At 6:06 p.m. the board moved into Executive Session
The Board came out of Executive Session at 6:10 p.m.

ADJOURNMENT

MOTION by Weil, seconded by Stamm to adjourn; approved unanimously.

Meeting adjourned at 6:10 p.m.

Recorded by Rosie Rice
Assistant Library Director

Endorsed by Thomas Colbert
Secretary of the Board

Recorded by Jean Stewart
Library Secretary