

TOMPKINS COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
JULY 28, 2009

TCPL Board members present: Eric Acree, Susan Currie, Richard Driscoll, Nathan Fawcett, Barbara Page, Rochelle Proujansky, Marcy Rosenkrantz, Christine Sanchirico, Nancy Schuler, John Vineyard, David Weil

Board members absent: Henrik Dullea, Thomas Colbert, Michael Hall, Michael Stamm

Also present: Janet Steiner, Director; Rosemarie Rice, Assistant Director; Jean Stewart, Library Secretary; Suzanne Smith Jablonski, Executive Director TCPL Foundation.

Meeting convened at 4:08 p.m. In the absence of President Dullea, Vice President Rosenkrantz presided.

APPROVAL OF AGENDA DOC 09-91

Rosenkrantz requested that the Agenda be amended to include item D, Discussion of retirement parties. Steiner distributed a revised Doc 09-100, Monthly Statistics. With that modification, **MOTION** was made by Proujansky, seconded by Acree, to approve the agenda. Approved unanimously.

PUBLIC COMMENTS

None

ACTION ITEMS

APPROVAL OF DRAFT MINUTES DOC 09-92

The following modifications were made to the Minutes: Fawcett submitted a statement correcting the motion approving abstracts approved June 23, 2009 to

read as follows: "I, Nathan Fawcett, in keeping with New York State Education Law, recommend that the Board of Trustees revise the total amount approved on June 23, 2009 in payment of Abstracts 17, 18 and 19 from \$143,037.01 to \$141,767.71. The original amount approved inadvertently included too much for FICA taxes and employee deductions from payroll 6/4/09, which has been recalculated to correct a payroll software malfunction." With correction, **MOTION** was made by Currie, seconded by Vineyard, to approve the minutes of June 23, 2009. Approved unanimously.

APPROVAL OF BILLS

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 payment of July 2009 bills in the amount of \$154,296.19 as outlined in Abstracts 20, 21 and 22". Approved unanimously.

Fawcett called attention to the \$31,946.21 listed for Contractual services. He said that amount included a quarterly payment of approximately \$15,000, paid to the Finger Lakes Library System for the Polaris.

RESOLUTION ADOPTING CHANGES IN THE TIAA-CREF NON-ERISA 403B PLAN DOC 09-93

Steiner explained that this resolution modifies the library's TIAA-CREF non-ErISA 403B plan as required by law. **MOTION** by Fawcett to approve, seconded by Vineyard. Approved unanimously.

APPROVAL OF OVER-TARGET REQUESTS DOC 09-94

Steiner distributed a draft of the Over-target Requests that will be presented to the County Administrator, Joe Mareane. She commented on the following: The library would request \$170,000 in funding which would be comprised of \$154,000 for Maintenance of Effort. This would cover pension liability, health insurance, contractual salary increases, and costs of library materials, supplies, and vendor

services. If not funded, there would have to be a reduction in workforce, which would lead to a loss of direct public service, a possible reduction in the number of open hours, and other problems relating to effective public service.

The second request is for \$16,000 for partial funding of the position of Volunteer Coordinator as a full time position. If this request is not funded, there may be a marked decrease in volunteerism at the library.

Failure of the library to meet mandated maintenance of effort targets or maintain minimum number of open hours would result in a decrease of state financial support, and could affect the library's Charter. **MOTION** by Fawcett, seconded by Weil to approve the Over-Target Requests. Approved unanimously.

2008 Financial Audit DOC 09-95

- Fawcett highlighted important sections of the 2008 Audit. As noted in the minutes of the Finance and Personnel Committee, the auditors complimented Michelle Benjamin for her help during the audit process. They presented the Auditor Communication letter, the Management Comment Letter and the Independent Auditor's Report, all of which asserted that the library has fairly presented its financial statements in accordance with general accounting principles and that no deficiencies were found in the library procedures for separation of controls, or disclosures.
- Page 2 of the Audit Narrative shows a major change in net assets from the year before. This decrease is due to money paid from the library's fund balance, and because it is required that paid post-retirement health benefits be shown as a liability.

MOTION made by Driscoll, seconded by Acree to accept the Audit. Approved unanimously.

Steiner excused herself while the board members discussed retirement party planning. She re-joined the meeting at 5:30 p.m.

FOUNDATION REPORT

Proujansky reminded the board members about the Foundation Reception for Donors to be held on July 30, 2009 and encouraged everyone to attend.

DIRECTOR'S REPORT

Steiner distributed a corrected Monthly Statistical Report DOC 09-100. She commented that program attendance has increased by 32%; library use is up 8%; reference transactions increased 6%; interlibrary loan materials lent has increased 28%; internet usage is up 7%; and total circulation has increased by 9%.

PRESIDENT'S REPORT

Since President Dullea is on vacation, Vice President Marcy Rosenkrantz reported to the board about the status of the Library Director search. As of the end of June, 23 applicants submitted applications, including 2 internal candidates. The Committee met twice within the last 2 weeks and reviewed applications from all of the candidates. The committee hopes to have a completed eligible list from Albany by August 21. First round interview candidates will be selected at that time. The results will be evaluated and 3 candidates will be selected for round 2. Group meetings with staff and other groups, as well as presentations by the candidates will also be scheduled. Then, a special session of the Board of Trustees will be called. Rosenkrantz asked board members to reserve September 18th and 19th as possible meeting dates. A sub-committee has been formed to develop an evaluation form. This is all contingent on when the eligibility list is received.

COMMITTEE REPORTS

Technology - Did not meet.

Library Services & Policies - Did not meet. Policy on Ownership of Work Produced by Library Employees DOC 09-102 submitted in board packet.

Finance & Personnel - July 8, 2009 minutes were submitted in Board Packet.

Public Information & Advocacy - Met July 28, 2009. Rosenkrantz reported that designing the eNewsletter and the redesign of library web pages are progressing.

Library Art Acquisitions - Met July 27, 2009. Page informed the trustees that Driscoll has contacted appraisers for the Beatrix Potter collection. The committee will work on photographing the items and compiling a brochure.

Nominating - Did not meet.

LIAISON REPORTS

Friends - Fawcett reported that everything is going well leading towards the Fall Book Sale.

On **MOTION** by Vineyard, seconded by Page, the meeting was adjourned at 5:58 p.m.

Recorded by Jean Stewart
Library Secretary

Endorsed by Thomas Colbert
Secretary of the Board