

TOMPKINS COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
TUESDAY, November 19, 2024
4:00 – 6:00 pm

DOC 24-75
(revised)

- A. CALL TO ORDER 4:00pm
- B. APPROVAL OF THE AGENDA DOC 24-75
- C. PUBLIC COMMENT
- D. ACTION ITEMS 4:10pm
 - 1. Draft Minutes of October 23, 2024 DOC 24-76
 - 2. Audit of Bills (to be distributed)
 - 3. Nominating Committee Report
 - 4. Corrections to the 2024/2025 F&PC and Board meeting schedules
 - 5. Approval of amended by-laws in line with the Legislature’s comments DOC 24-77
 - 6. 2025 Budget discussion and Board guidance to F&PC and the Director
 - 7. Proposing a meeting of the boards of TCPL, the Foundation and the Friends and inviting Tompkins County members of the FLLS to that meeting
- E. DIRECTOR’S REPORT
- F. PRESIDENT’S REPORT
- G. VICE-PRESIDENT’S REPORT
- H. LIAISON REPORTS
 - 1. County – Rich John
 - 2. Foundation – Kerry Barnes
 - 3. Friends – Nina Scholtz
- I. WRITTEN REPORTS (to be considered together for approval)
 - 1. November Staff Report DOC 24-78
 - 2. October Monthly Financial Statement DOC 24-79
 - 3. Executive Committee
 - Minutes of Special Meeting on November 8, 2024 DOC 24-80
 - Minutes of Regular Meeting on November 12, 2024 DOC 24-81
 - Next Regular Meeting – December 10, 2024 at 3pm
 - 4. Finance & Personnel Committee
 - Minutes of October 29, 2024 DOC 24-82
 - Minutes of November 12, 2024 DOC 24-83
 - Next Meeting – December 3, 2024 at 4pm
 - 5. Library Service & Policy Committee
 - Minutes of November 7, 2024 DOC 24-84
 - Next Meeting – December 5, 2024 at 4pm
 - 6. Community Relations and Outreach Committee
 - Meeting of November 5, 2024 cancelled

J. NEW BUSINESS

K. OLD BUSINESS

L. EXECUTIVE SESSION to discuss a two personnel matters, possible litigation matters and collective bargaining

NOTE: In order to expedite the routine business of the board, please call Director Leslie Tabor (ltabor@tcpl.org) with any questions that you may have about the information items prior to the board meeting.

REMINDER: ***DATE OF NEXT BOARD MEETING DECEMBER 10, 2024***

TOMPKINS COUNTY PUBLIC LIBRARY
DRAFT MINUTES OF THE BOARD OF TRUSTEES
TUESDAY, OCTOBER 24, 2024

TCPL Board Members Present:

Melisa Sidle (Pres), Lis Chabot (V.P.), Blixey Taetzsch (Treas.), Liam Murphy (Sec’y), Darrell Long, Jason Moore, Nina Scholtz, Mimi Townsend, Kathy Weinberg, Shelley Wong,

TCPL Board Members Absent:

Christina Brewington, Marli Stahler

Also Present:

Leslie Tabor (Director), Tanya VanCamp (Business Manager), Kerry Barnes (TCPL Foundation Executive Director), Richard John (Tompkins County Legislature)

Public – 5 members of the public (including 5 Library staff members) were present

- A. CALL TO ORDER – The meeting convened at 4:05 pm with a quorum present.
- B. APPROVAL OF THE AGENDA – Murphy circulated an amended agenda attached to these minutes. Long moved to accept the agenda as amended. Chabot seconded. There was no discussion and the motion was unanimously approved.
- C. PUBLIC COMMENT
 - 1. Ms. Sidle read the Board’s Public Comment Policy
 - 2. Jeremy Jordan offered comments and suggestions on the TCPL budget
 - 3. Shelby Buche expressed concerns about the impact of the budget process on staff and services offered to the community

D. ACTION ITEMS

- 1. Draft minutes of August 27, 2024
Scholtz moved to approve the minutes. Wong seconded. There was no discussion and the minutes were unanimously approved.
- 2. Draft Minutes of September 24, 2024
Weinberg moved to approve the minutes. Moore seconded. There was no discussion and the minutes were unanimously approved with Taetzsch abstaining.
- 3. Audit of Bills. Taetzsch noted there was nothing unusual to report in the attached abstract.

Taetzsch then stated that she certified, in keeping with New York State Education Law, that she had reviewed payroll #20 dated October 3, 2024, totaling \$63,349.91 and payroll #21 totaling \$62,847.60. Further, Taetzsch stated she reviewed all vouchers presented for payment as shown on Abstract #29, dated October 3, 2024 totaling \$30,238.45 and Abstract #30, dated October 17, 2024 totaling \$75,549.87 and Abstract #31, dated October 22, 2024, totaling \$124,636.96 and that all disbursements are within the approved operating budget of the library, and therefore recommend that the Executive Committee approve for payment September bills in

the amount of \$230,425.28. The motion to approve the payment passed unanimously.

4. Approval of Executive Committee action of September 24, 2024
Taetzsch moved to approve the Executive Committee action reflected in the minutes of the Board's September 24, 2024 meeting. Long seconded. There was no discussion and the motion passed unanimously.
5. Report on Executive Committee Meeting on October 11, 2024
Murphy noted that the meeting focused on a discussion of the TCPL budget and that no action was taken.
6. Nominating Committee Report for 2025
 - a. Chabot reported the Committee recommends Sarah Klauson for membership on the Board. The motion was unanimously approved.
 - b. Chabot reported that two Board members, Taetzsch and Murphy (both members of the Executive Committee) are ending their second terms on the Board in December and so cannot be re-nominated. The Committee would welcome nominations (including self-nominations) for officer positions and board positions. Interested persons are encouraged to communicate with Chabot. The goal is to nominate new officers in our November meeting so they can take their positions in the January meeting.

E. DIRECTOR'S REPORT

In addition to her written report, Director Tabor shared with the Board:

1. an overview of the active shooter protocol shared with staff (namely "run, hide, fight"). She also shared the Library expects to receive shortly a Narcan vending machine purchased as part of a \$37,000 grant made from the New York State opioid settlement. The machine will offer both Narcan and testing strips
2. the County is facing a difficult budget year and it will be challenging for the Library as a result. The public budget session is scheduled for October 30 with a final vote in November. As a reminder to the public, the Library budget follows the calendar year, so the Library will be continuing to spend down funds in the current fiscal year to work on the collection.
3. Collective bargaining is currently on pause
4. Her gratitude to the Library's leadership team and the people who help the Library be a mission drive entity.

F. PRESIDENT'S REPORT

Sidle noted there are a number of important topics, including the budget and collective bargaining, meaning that Board members should be sure to check their email as that will be how information is shared in advance of any meeting on any such topic.

G. VICE-PRESIDENT'S REPORT

Chabot noted her work in the past month was focused on the Nominating Committee.

H. LIAISON REPORTS

1. County – Rich John – reported it is shaping up to be a difficult County budget year. The preliminary budget was approved 8-6 and budget votes tend not to be that close. There is some sentiment that everyone should spend less. He asked why the Library has discussed a \$562,000 budget shortfall. Tabor explained that \$216,000 was the

cut called for by the 5% across-the-board cut suggested by the County and which was requested as an over-target request. Tabor and Taetzsch confirmed it would, however, take another \$300,000 for the Library to maintain a “flat” budget given known cost increases in, for example, health care premiums. John noted that there was a second vote to make a further cut to the Library budget to add \$20,000 to rural libraries at the expense of TCPL which passed 9-5. In response to a question, John noted there was no concerted lobbying over the tax levy, but the County has noted the push-back received on both the City and the ICSD budgets. He also noted that the County increased its fund balance from 18% to 25%, an amount Murphy noted matched the Library’s own fund balance policy. John noted that much of the Library’s risk, however, is carried by the County (like building repair etc) so that the Library should consider invading its own fund balance. In response to a question on cybersecurity coverage, Tabor confirmed her understanding that the County insurance covers this liability for the Library.

2. Foundation – Kerry Barnes – thanked volunteers supporting both the Foundation and the Friends book sale. The Foundation will be starting its end of the year fund-raising appeal shortly. She noted that in the past Board members have added notes and that, in tracking the impact of such notes, it turns out that Board member notes to people they don’t know actually increase donations more!
 3. Friends – Nina Scholtz – thanked the Foundation for its help and noted that Board members (and everyone else) is encouraged to help with the ongoing book sale.
- I. WRITTEN REPORTS – were accepted without further comment. Sidle noted that the agenda and reports should include the By-law name of each committee, particularly as to the Community Relations and Outreach Committee.

At 5:00 pm, Moore moved to go into Executive Session concerning a personnel matter and collective bargaining. Wong seconded and the motion passed unanimously. John was invited to remain in the meeting.

Taetzsch and Moore left at 5:40pm.

Townsend left at 5:45pm.

John left at 5:57pm.

At 6:04pm, Scholtz moved to end the Executive Session and return to the public meeting. Long seconded and the motion passed unanimously.

At 6:05pm, Wong moved to adjourn the public meeting. Weinberg seconded and the motion passed unanimously.

BYLAWS OF THE BOARD OF TRUSTEES
OF THE TOMPKINS COUNTY PUBLIC LIBRARY
Approved by the Board of Trustees March 26, 2024
(submitted to the Tompkins County Legislature for Approval)

ARTICLE I - NAME AND AUTHORIZATION

The name of this organization is the Board of Trustees of the Tompkins County Public Library (the “Library”), located in the City of Ithaca, County of Tompkins, State of New York. The Board of Trustees exists and functions by virtue of the provisions of New York State Education Law, Section 255 and Article 28 of the Tompkins County Charter, which are appended to these Bylaws, and assumes the responsibilities delegated to it by the Legislature of the County of Tompkins.

ARTICLE II – PURPOSE

The Board of Trustees of the Tompkins County Public Library will provide administrative oversight of the Library’s operations on behalf of the people in Tompkins County. Consistent with the Library’s Mission and Values, the Board will:

- 1) supervise the Director of the Library,
- 2) promote the best possible use of all Library resources,
- 3) review and consider improvements to existing services,
- 4) review and formulate policy, as necessary and,
- 5) Approve the budget as presented by the Director and considered by the Finance and Personnel Committee that:
 - a) requests adequate funds from the Tompkins County Legislature for good Library service,
 - b) applies for state and federal funds when available,
 - c) establishes private fundraising priorities, and,
 - d) supports philanthropic initiatives.

ARTICLE III - BOARD OF TRUSTEES

Section 1 - Members

- a) There shall be ~~ten (10) no fewer than nine (9) nor more than fifteen (15)~~ members, all to be residents of Tompkins County at the time of their appointment and during their tenure.
- b) The Board Development and Nominating Committee shall recommend candidates to the Board for consideration.
- c) Candidates selected by the Board shall be presented to the Tompkins County Legislature for approval and formal appointment and shall take office upon taking the appropriate oath of office.
- d) Members will be expected to attend all meetings, regularly review documents circulated for the Board to be well-informed at meetings, complete such continuing education requirements as may be set by the State of New York and/or the Board and to serve on one or more Committees of the Board.

(e) The board shall include a member of the Tompkins County Legislature. The County Legislature liaison seat shall be non-voting, but shall be provided financial reports, minutes of meetings, Director's reports, and any other information as the County may request. The liaison shall be included in communications and emails and be afforded the opportunity to attend executive sessions.

Section 2 - Term of Office - To comply with Tompkins County Charter Article 28, Trustees shall be appointed for an initial three (3) year term. No Trustee may serve more than two full consecutive terms. Membership may not be automatically extended upon term expiration. A Trustee may be reappointed after serving two consecutive terms following a lapse of at least one full term off the Board. Should a Trustee be unable to serve a complete three-year term, the Board may propose an individual to serve the remainder of the unexpired term. The completion of an unexpired term shall not be counted toward the two-term limit. Any member appointed with less than one-half the term remaining shall be considered to have served a partial term. Partial terms do not count against a term limit, should one exist.

Section 3 - Disqualifications and Vacancies

- a) A Trustee who moves out of Tompkins County shall be deemed to have resigned.
- b) The Board may declare a position vacant when a Trustee:
 - 1. fails to attend three consecutive regular meetings of the Board, or,
 - 2. fails to participate in Committee assignments, or,
 - 3. fails to complete any continuing education requirement set by the Board or by the State of New York
- c) The Board may decline to declare such a vacancy for good cause.
- d) The Board shall notify the Nominating Committee and the Clerk of the Tompkins County Legislature whenever a vacancy occurs. The Board shall nominate a new Board Member to fill the vacancy in accordance with Article III, Section 1.

Section 4 - Leaves of Absence - The Board may grant a Trustee a leave of absence from regular Board meetings for a period of from three to five consecutive regular meetings. No Trustee shall be granted a leave of absence more than once during a three-year term of office.

Section 5 - Key Expectations for the Board of Trustees - Consonant with the Library's Mission and Values, the Board shall:

- a) Operation
 - 1. Regularly review the Mission and Values of the Library
 - 2. Regularly review the needs of the Library collections to see that they meet the requirements of the Library program
 - 3. Establish policies for the operation of the Library that are designed to promote efficient and effective procedures.
 - 4. Regularly review the needs of the physical plant and building needs to see that they meet the requirements of the Library program.
 - 5. Report to and liaise with the Tompkins County Legislature on Library matters, including the physical plant and building needs.
- b) Personnel
 - 1. Appoint a Director of the Library whenever that position shall become vacant.

2. Establish employment policies and procedures for Library personnel in accordance with the New York State Civil Service Law.
- c) Fiscal
 1. Advise the administration in the preparation of the annual budget, approve the budget, recommend its adoption by the Tompkins County Legislature, and make every effort to secure adequate funds to finance Library operation.
 2. Establish policies for purchasing and expenditures for the Library, including the establishment and maintenance of bank accounts.
 3. Establish and maintain accounting procedures in the manner prescribed by the New York State Department of Audit and Control for the financial activities of the Library.
- d) Public Relations & Impact
 1. Study and support legislation that will bring about the greatest good to the greatest number of libraries in New York State and the nation.
 2. Cooperate with other public officials and boards and maintain vital public relations.
- e) Board Maintenance & Professional Development
 1. Keep abreast of standards and library trends by attending, whenever possible, regional, state, and national Trustees meetings and workshops.
 2. Recommend individuals to the Tompkins County Legislature for membership on the Board of Trustees.

Section 6 - Officers

- a) Officers of the Tompkins County Public Library's Board of Trustees shall be a President, a Vice President, a Secretary, and a Treasurer. Each of these offices may be filled by up to two persons as "co-officers." Officers shall be elected for a one-year term at the November Board meeting for the succeeding calendar year. Vacancies in any office shall be filled by a majority vote of the current Board membership at the next regular meeting of the Board after the vacancy occurs.
- b) The duties of the officers shall include, but not be limited to, the following:
 1. The President shall preside at meetings and perform such other duties as custom and regulation may require. In the absence or incapacity of the Treasurer, the President shall sign vouchers for disbursements from the Library fund. The President shall appoint Chairs of standing committees from among the trustees.
 2. The Vice President shall assume the duties of the President in the event of the absence or incapacity of the President or both co-Presidents. The Vice President shall also be responsible for oversight of the Library's committee system.
 3. The Secretary shall endorse an accurate record of all proceedings of Board meetings, shall supervise correspondence of the Board, and shall ensure that proper meeting rules and practices are followed.
 4. The Treasurer shall be responsible for all accounting of Library receipts and expenditures. The Treasurer shall sign all vouchers for disbursement from the Library's funds within the framework of the approved budget and with the approval of a majority of the Board present at a regularly scheduled meeting. The Treasurer shall serve as the Chair of the Finance and Personnel Committee for the Board.

ARTICLE IV – COMMITTEES

Section 1 – Standing Committees - The Board of Trustees for the Tompkins County Public Library will usually act as a committee of the whole. Certain functions, however, will be aided by the following standing committees:

- a) The Executive Committee shall include the Board's President, Vice President, Secretary, and Treasurer. The Executive Committee may be expanded to include committee chairs when needed. The Library Director may be asked to serve as an ex officio member of the Executive Committee and act as its recorder. The Executive Committee shall, whenever necessary between regularly scheduled meetings of the full Board, make decisions on behalf of the Board. Those decisions must be reported, in writing, at the next meeting of the Board and are subject to ratification by a majority of the current Board membership at a regularly scheduled meeting. The Executive Committee shall be responsible for coordinating the performance evaluation of the Director. In compliance with New York State Open Meetings Law, notice of Executive Committee meetings will be posted in advance and shall be open to all board members and liaisons, who shall receive notice of such meetings as far in advance as possible.
- b) The Finance and Personnel Committee shall
 1. Advise the Director in the preparation of the annual budget and submit the recommended budget to the full board for approval.
 2. Review budget requests to the County, Friends of the Library and the Library Foundation, among others.
 3. Oversee the Library's fiscal affairs and fiscal policy, and its personnel affairs and policies.
 4. Represent the Library management in contract negotiations with the PSA and SSA.
 5. Adjudicate appeals of staff grievance rulings in accordance with procedures in union contracts.
 6. Manage the search process for the Director and assist with the search process for other senior staff.
 7. Manage decisions regarding their compensation and evaluation; and as necessary act on changes to the Director's employment agreement; and,
 8. Meet with the Library's external auditors and respond to audit findings.
- c) The Board Development and Nominating Committee shall:
 1. Assess the composition of the Board in terms of community representation and review the trustee membership for needed updates.
 2. Recruit, interview, recommend and advise the full Board regarding selection of new trustees.
 3. Prepare slates of candidates for Board membership as vacancies occur.
 4. Review and recommend processes for the cultivation, training, and involvement of Trustees.
 5. Prepare a slate of officers for a Board vote each November.

- d) The Library Art Committee shall review all proposed gifts and purchases of art and shall recommend their permanent acquisition to the Board and shall also recommend deaccession of permanent art to the Board.
- e) The Library Services and Policy Committee shall provide oversight and review of all Library activities and services, shall review proposed new Library policies or changes to existing policies, and shall recommend action to the Board. The bylaws shall be reviewed every other year by the Library Services and Policy Committee.
- f) The Community Relations and Outreach Committee (“CROC”) shall collaborate with Library staff to establish and/or maintain connections with any group who is interested in or who may benefit from the Library. CROC shall provide advice and feedback on community relations and develop strategies for advocacy for the Library and its staff as well as promote information-sharing with the public, with lawmakers, and with the media. It shall also encourage direct support by the Board with all such efforts.

Section 2 -- Ad Hoc Committees - From time to time, ad hoc committees may be formed for the special study of matters that are not covered in other committee assignments. Such committees shall be appointed by the President, with the approval of a majority of the current Board membership, to serve until the final report for their work has been presented.

ARTICLE V – MEETINGS

Section 1 – Regular Meetings - The Board of Trustees for the Tompkins County Public Library shall meet once a month, at a time and place to be determined by the Board with notice to the public as required by Public Officer’s Law, §104.

Section 2 – Special Meetings - Special meetings for the Board of Trustees may be called by the President, or upon the request of any three (3) Trustees, provided that notice in writing is given to every Trustee at least three (3) calendar days before the proposed meeting and shall be posted consistent with Article 7 of the Public Officers Law. This notice shall state the time and place of the special meeting and the purpose for which it is being held.

Section 3 – Quorum – A quorum for the transaction of business shall consist of a majority of the current Board membership. In the event there are less than ten (10) members of the Board for any reason, then six members shall be required for a quorum. If there are less than six (6) members of the Board for any reason, then all members must attend for there to be a quorum.

Section 4 – Voting - An affirmative vote of a majority of those present is required to approve any motion before the Board at any meeting.

Section 5 – Rules of Order - The current edition of Robert’s Rules of Order, plus common sense and a commitment that all board members’ views shall be solicited and heard, shall govern the parliamentary procedures of all meetings.

ARTICLE VI - LIBRARY DIRECTOR AND STAFF

The Board of Trustees for the Tompkins County Public Library is charged with the responsibility of appointing a qualified Library Director (“Director”) who shall be the administrative officer of the Library committed to the Library’s Mission and Values under the Board’s review and direction. The Director shall recommend to the Board the appointment of other staff, shall specify the duties of such staff, and shall be responsible for the direction and supervision of such staff. The Director is also responsible for the care and maintenance of Library property, for the selection and care of materials in keeping with Board policies, for the fiscal operation of the Library within the stated limitations of the budget, for the efficiency of Library services to the public served by the Library, and for the development of a first draft of an annual budget for the consideration of the Finance and Personnel Committee before presentation to the full Board. The Director shall present the proposed budget to the Tompkins County Legislature. The Director is responsible for the implementation of the policies established by the Board. The Director, or the Director’s designee, is expected to attend all regular and special Board meetings, unless otherwise specifically stated by the President of the Board.

ARTICLE VII – AMENDMENTS

Proposed amendments to the bylaws shall be presented to the Board at a regularly scheduled meeting for consideration by the Board at its next regular meeting. A two-thirds vote of the current Board membership is required for passage.

These bylaws when approved by the Tompkins County Legislature shall become adopted.

Original - August 27, 1985

Amended November 24, 1998

Amended May 22, 2007

Amended October 26, 2010

Amended November 25, 2014, Approved August 3, 2015

Amended and Approved March 22, 2016

Approved November 15, 2022 and presented to the Legislature without action taken to approve

Approved March 26, 2024 and presented to the Legislature

Approved _____ and presented to the Legislature

NOVEMBER MONTHLY STAFF REPORT

Director's Report

Leslie Tabor

The time between our last meeting on October 23rd and November 19th has passed quickly. Most of my time has been devoted to administrative tasks for budget advocacy, preparation, and assessment; collective bargaining; grievances; routine committee and team meetings; and projects.

The Library had closures due to a power outage on Tuesday, October 22nd and a smoke event on Thursday, October 24th.

I met with my executive coach on October 31st, November 5th, and November 12th.

Kat and I visited Racker for outreach and connection with their Executive Director Cris Donovan on November 1st. Kate and I attended the National Philanthropy Day celebration in Elmira on November 1st.

The Kids Discover the Trail executive board met on November 12th. The Cayuga Nature Center is facing budget challenges and may not reopen in 2025.

The Leadership Team attended the Library Journal training “Managing Conflict with Colleagues and Patrons” on November 12th.

TCPL and WSKG partnered for a free screening of *Butterfly in the Sky – the Story of Reading Rainbow* on November 12th. WSKG CEO Natasha Thompson and I introduced the film to the ~60 attendees and celebrated the importance of public radio and public libraries. Looking forward to more partnerships in the future.

Members of the Leadership Team toured the new code blue shelter facility on November 15th.

BUDGET

The Tompkins County Legislature is scheduled to approve the final 2025 County budget during their legislative meeting on Tuesday, November 19th from 5:30 to 8:30 p.m. in legislative chambers.


SAVE THE DATE

11/20/24 @ 11:30 a.m. – NARCAN Vending Machine ribbon cutting in partne

Adult Services

Judd Karlman

Adult Services Department Board Report November 2024

 **Tompkins County Public Library** Oct 23 · 🌐

Hi, readers! Asia here. It's noon on Wednesday and time to Break for Books! What are you reading? [image of Judy Garland with a little black cat 🐱❤️]



👍❤️ 20 46 comments

👍 Like 🗨️ Comment 📧 Send ➦ Share

Asia Bonacci's weekly Facebook post, Break for Books, has been a consistent part of the TCPL online presence for over 9 years.

Large Type

A few months ago in a 1 on 1 meeting, Regina identified a need for a freshening up the Large Type collection. We got resources to her and she purchased more books to enhance that collection. Joyce, Asia, and Jeremy placed orders for 448 new titles and we have processed and added 171 of them to the collection so far.

40% of the newly added titles have already been checked out at least once. Of the items that haven't circulated yet, about 66% were just added to the collection in the last week.

Large Type materials don't just benefit people with vision impairments but can also be easier to read for individuals with learning challenges such as ADHD and dyslexia.

Queer Craft Club

This past Monday 22 people gathered to make crafts and share a sense of community in the library, ages from 19 to folks in their 60's. Queer Craft Club meets on the 2nd Monday of the month in the Makerspace.

TCPL provides a simple, accessible craft for all participants but patrons are welcome to bring their own projects to work on as well. We aim to provide a welcoming space for LGBTQIA+ adults to socialize and find community while also learning new skills. It also allows patrons who might not normally feel comfortable in the Makerspace to have a chance to familiarize themselves with the space and many QCC attendees have become regular Makerspace users as a result.

In the 5+ years we've been offering this program, we have seen complete strangers form long-lasting friendships that go beyond the library's walls. Our September and October sessions often see folks brand new to the area interacting with the library for the first time, registering for a library card, and getting their footing in the community.

Access Services

Kate DeVoe

Programing and Outreach

Librarian **Tom Fredette**, and Clerk **Katylyn Dedrick**, are teaming up to teach Kendal residents how to use Libby on November 25! Katylyn is a big digital user, and loves empowering patrons to access Libby, Hoopla and Kanopy. From Katylyn, "I love our library's digital services, Libby and Hoopla. Like, LOVE them. As a very avid reader, I borrow and read primarily from our digital catalog; and this has given me ample experience in navigating and using all the features between both apps. Every time I sign up a new patron for a card, my first question after is: 'Do you have any interest in eBooks and audiobooks?' - and on goes my spiel about everything we have to offer. I've helped handfuls of patrons both in person and over the phone to help them navigate our digital services, I've called friends and family to say, 'Hey get a library card, use Libby!'"

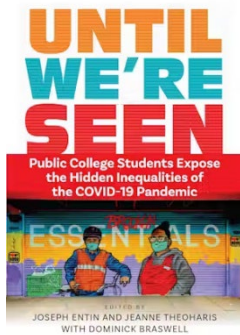
Clerk **Sam MacQueen** presented at NYLA on November 8! He presented "Giving Life to Local History with Online Exhibits" alongside former SCRLC colleague Clair Lovell, and Susan Buttaccio from Buffalo & Erie County Public Library. Congratulations, Sam! Library Assistant **Melisa Crumrine** attended "[Trash Talks](#)" at Enfield Community Center on October 28 to speak about TCPL's Makerspace (where Mel hosts weekly hours) and Library of Things. From Mel: "The other speakers were from the Cornell Cooperative Extension's Climate Smart Communities and the Southern Tier Central Regional Planning and Development Board. ... A few people remarked that they had no idea they had [Makerspace & Library of Things] services at their disposal, and they were delighted to learn about it. One remarked that it's so important that libraries be the forerunners in this type of innovation because people are already coming here for other reasons, and many folks don't realize they can get something until it's presented to them." Cornell Cooperative Extension approached Mel about partnering on their "Repair Cafe."

Clerk **Chelsea Roberts** attended Racker's "Trunk or Treat" event on October 24 with Librarian Milly Stephenson. Chelsea and Milly talked to 110 people! Lots of candy, bookmarks & pencils. Other organizations, like Family Reading Partnership, Cayuga Nature Center, Museum of the Earth, and Open the Lid were also in attendance. Circulation Staff, including **Tom** and **Mel**, also partnered with the Youth Services Department on our annual Pumpkin Carving and Decorating Party on October 30th. Clerk **Tammy Drake** is training in the Makerspace and will begin assisting Librarian Cady Fontana with patron sewing machine tutorials! We're proud to see Tammy showing off her skills.

Page **Ally True** is the recipient of the South Central Regional Library Council's "Excellence in Action Award." The award is "Presented to outstanding staff—directors, librarians, assistants, cultural organization workers--who are doing amazing work that

makes a difference in their community, however ‘community’ is defined.” Ally was nominated for her work at Ithaca College. Congratulations, Ally!

Page **Yamilka Portorreal** is now a published author! She contributed a chapter to a new book, **Until We’re Seen: Public College Students Expose the Hidden Inequities of the COVID-19 Pandemic**. [You can check out a copy from TCPL! Congratulations, Yamilka!](#)



Professional Development

Page **Ellen Hersey** visited the Skaneateles Library and shared photos and ideas with all staff! Ellen admired the way Skaneateles genrefiles their DVDs (ex. Classics; Drama; Exercise; Science Fiction;

Comedy, etc.) They also noted how the library displays their community passes, with hanging tabs. Thank you, Ellen, for always bringing fresh ideas to TCPL!



Library Assistant **Mel** attended her first NYLA conference in early November. Clerk **Chelsea** completed [NYLA Skills Academy Training](#). Clerk **Katylyn** has submitted a request to attend [LibXLearn](#) this winter. We’re proud to see our SSA staff engaging so fully in professional development and appreciate the funding from the Friends of the Library that makes it possible.

Youth Services
Kat Savage

**Youth Services
Department
Board Report
November 2024**

October Statistics	Programs	Attendance
Totals	48	1,727
First Five Years	10	360
Children (5-11)	22	911
Teen (12-18)	9	81
General Interest	7	375

Coming Up

On December 5th, the department will present our annual **Winter Crafternoon**, featuring multiple craft stations throughout the department for children, teens, and families. Participants can make



Cassie presenting Storytime at the Ithaca Farmer’s Market Family Fun Day



Setting up for our annual Pumpkin Carving and Decorating party on the Creekwalk



seasonal gifts to share with family and friends, take a photo at our selfie station, and more!

On December 7th, the Ithaca College Graphic Novel Advisory Board will also present the co-sponsored program **Calvin’s Comic Adventures**, a *Calvin and Hobbes*-inspired family event.

On December 21st, the Finger Lakes Toy Library will bring some of their coding activities for families to try with **Learn to Code Through Play**.

Book Club Update

December 10: **Teen Book Club** decided they needed a winter-themed murder mystery, and will meet to discuss *Five Total Strangers* by Natalie D. Richards.

December 17: **Tween Book Club** members were seeking a funny sci-fi book and will meet to discuss *Space Case* by Stuart Gibbs.

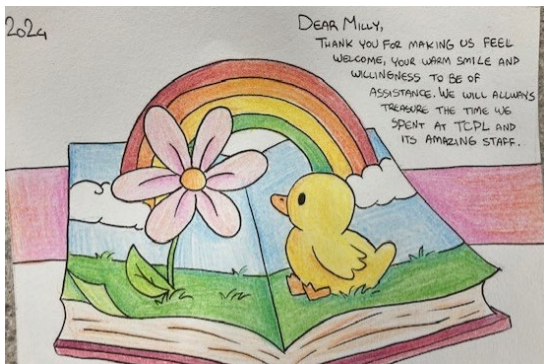
Staff Highlights

Kat is pleased to report that in response to patron feedback for more cozy areas, the first items of a furniture refresh have rolled in – three soft “pebbles” for the Reading Zoo, on which children can cozy up to read in. In the coming months, we will add more comfortable seating to the main children’s area, as well as device charging stations (complete with cables) in the Teen Center.

Milly and circulation team member **Chelsea** attended the Truck or Treat event at Racker, talking to families and giving out information about library resources along with candy. They talked to over 100 people. She also led her first meeting of the **Tween Book Club**, featuring conversation about the book and playing “book-tionary” with everyone taking turns drawing a scene from the book while the others guessed.



The Sit, Stay, Read therapy dogs and their handlers came in full Halloween costumes! Kids and adults alike were thrilled with their creative and funny costumes.



Kai welcomed Boynton English Language Learner students and gave them a tour of the MakerSpace, the Teen Center, and the Avenue of the Friends, followed by time for crafts and exploration. Kai shared information about Youth Services programs and shared some fun facts and a bit of our library's history, which they enjoyed learning about. The teacher mentioned they would return for another visit next year.

Sasha and the LGBTQ+ Youth Group played Halloween/LGBTQ+ trivia and had a blast; the group continues to flourish with regular attendance. In addition, the Opioid Grant Project officially kicked off with the Harm Reduction Resource Fair, with 170 attendees and numerous organizations tabling to share resources.

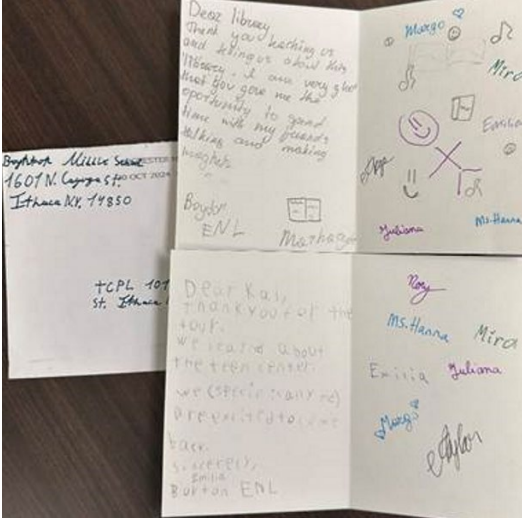
Cassie led a fall-themed storytime at the Ithaca Farmer's Market Family Fun Day, with 24 attendees and local television news coverage by WENY News. She also has completed a reorganization of the chapter book collection, including space for more face-out displays to showcase fantastic books for browsing readers.

Woody organized the free screening of Butterfly in the Sky, the Reading Rainbow documentary, at Cinemapolis, with co-sponsorship by WSKG. Over 60 adults attended the screening, and we received wonderful comments from attendees, such as:

“The first thing I did when I got here (for classes at IC) was come downtown and get a library card! You guys are so important! TCPL is a safe haven.”

“Library? TCPL! OMG you guys are the BEST! We come to storytime! We use the makerspace!”

“WE love our library and especially Libby-it's gotten me through the winters here for years.”



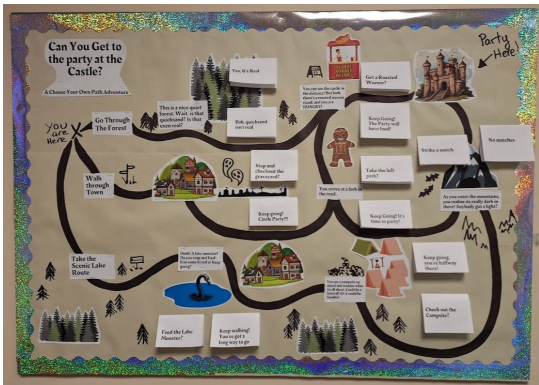
Thank-you notes we received this month

Your Moment of Joy

From Sasha Raffloer:

"Patron very grateful for the teen Switch: I told my son we were going to the library, he said "what would I go to the library for?", I told him that they have a fun room with video games – and now I'm playing video games with my son! Thank you for having this here."

"It was so, SO wonderful to see a mother playing video games with her teenage son. From the conversation I had with this patron, it sounded like they don't often have the chance to play video games at home. Knowing that her son loves video games, this patron had researched ways he could access them for low cost and found out that the library offers them for free. It was heartwarming for me to see a parent engaging in their child's interests in this way - not just to help them access their interests, but to actually sit down and participate with their child. The two of them were laughing and bonding, and it reminded me of one of the key reasons that libraries are so important: they bring people together, no matter their circumstances. As the saying goes, libraries will get you through times with no money better than money will get you through times with no libraries."



In honor of International Games Month, Choose Your Own Adventure board in the Teen Center



The Reading Zoo just got cozier with the addition of child-size soft seating

Tompkins County Public Library
 Balance Sheet
 As of 10/31/2024

		Current Year
Assets		
Checking	1000	56,388.80
Savings	1100	1,595,245.15
Investments	1200	1,044,986.18
Petty Cash	1300	550.00
Ithaca Hours	1400	0.00
Accounts Receivable	1500	52,341.88
Prepaid Expenses	1600	66,499.96
Total Assets		2,816,011.97
Liabilities		
Accounts Payable - Vendors	2000	201.22
Account Payable - Payroll Liab	2110	12,769.36
Accrued Wages	2300	0.00
Accrued Payroll Tax Expense	2400	0.00
Total Liabilities		12,970.58
Fund Balance		
Beginning Fund Balance		
FB Unreserved (Unassigned)	3000	1,141,527.69
Fund Balance-Operating Budget	3100	402,845.00
Assigned-Non Spendable	3175	66,499.96
FB Assigned - HRA Reserve	3200	126,000.00
Total Beginning Fund Balance		1,736,872.65
Year To Date Net Income (Loss)		1,066,168.74
Total Year To Date Net Income (Loss)		1,066,168.74
Total Fund Balance		2,803,041.39
Total Liabilities & Fund Balance		2,816,011.97

Tompkins County Public Library
Statement of Revenues and Expenditures
From 10/1/2024 Through 10/31/2024

DOC 24-79

	Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
REVENUE						
Tompkins County Appropriations	4,244,682.00	4,244,682.00	1,061,170.50	4,244,682.00	0.00	0.00%
Total Tompkins County Appropriations	4,244,682.00	4,244,682.00	1,061,170.50	4,244,682.00	0.00	0.00%
Town of Ithaca	15,000.00	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
Total Town of Ithaca	15,000.00	15,000.00	0.00	0.00	(15,000.00)	(100.00)%
City of Ithaca	35,190.00	35,190.00	0.00	0.00	(35,190.00)	(100.00)%
Total City of Ithaca	35,190.00	35,190.00	0.00	0.00	(35,190.00)	(100.00)%
Fines	0.00	0.00	0.10	144.70	144.70	0.00%
Total Fines	0.00	0.00	0.10	144.70	144.70	0.00%
Copier/Printcard	7,000.00	7,000.00	475.70	5,609.90	(1,390.10)	(19.85)%
Total Copier/Printcard	7,000.00	7,000.00	475.70	5,609.90	(1,390.10)	(19.86)%
Interest	40,000.00	40,000.00	6,221.75	53,332.59	13,332.59	33.33%
Total Interest	40,000.00	40,000.00	6,221.75	53,332.59	13,332.59	33.33%
Lost and Paid	2,000.00	2,000.00	28.00	905.65	(1,094.35)	(54.71)%
Total Lost and Paid	2,000.00	2,000.00	28.00	905.65	(1,094.35)	(54.72)%
Friends of the Library	230,000.00	230,000.00	0.00	128,908.68	(101,091.32)	(43.95)%
Total Friends of the Library	230,000.00	230,000.00	0.00	128,908.68	(101,091.32)	(43.95)%
TCPL Foundation	120,358.00	120,358.00	0.00	42,358.00	(78,000.00)	(64.80)%
Total TCPL Foundation	120,358.00	120,358.00	0.00	42,358.00	(78,000.00)	(64.81)%
Miscellaneous	10,666.00	10,666.00	0.00	11,183.06	517.06	4.84%
Total Miscellaneous	10,666.00	10,666.00	0.00	11,183.06	517.06	4.85%
NYS Central Library Aid	96,748.00	96,748.00	0.00	173,636.00	76,888.00	79.47%
Total NYS Central Library Aid	96,748.00	96,748.00	0.00	173,636.00	76,888.00	79.47%
NYS Local Library Services Aid	31,399.00	31,399.00	0.00	35.90	(31,363.10)	(99.88)%
Total NYS Local Library Services Aid	31,399.00	31,399.00	0.00	35.90	(31,363.10)	(99.89)%
Total REVENUE	4,833,043.00	4,833,043.00	1,067,896.05	4,660,796.48	(172,246.52)	(3.56)%
EXPENSES						
Personnel	2,670,958.00	2,670,958.00	277,532.94	1,976,740.28	694,217.72	25.99%
Total Personnel	2,670,958.00	2,670,958.00	277,532.94	1,976,740.28	694,217.72	25.99%

Tompkins County Public Library
 Statement of Revenues and Expenditures
 From 10/1/2024 Through 10/31/2024

		Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
Equipment		79,531.00	111,391.00	0.00	63,803.85	47,587.15	42.72%
Total Equipment		79,531.00	111,391.00	0.00	63,803.85	47,587.15	42.72%
Supplies & Materials							
Adult Books	5410A	68,040.00	89,399.00	9,093.41	62,618.97	26,780.03	29.95%
Adult Books - Gifts & Memorial	5410AG	10,098.00	16,301.00	491.60	15,392.11	908.89	5.57%
Juvenile Books	5410J	68,040.00	71,838.00	7,703.65	50,745.99	21,092.01	29.36%
Juvenile Books Gifts&Memorials	5410JG	3,468.00	6,775.00	1,035.94	3,179.21	3,595.79	53.07%
Childhood Literacy	5410L	1,000.00	1,000.00	65.56	407.32	592.68	59.26%
Standing Orders	5410SO	1,000.00	1,000.00	0.00	15.80	984.20	98.42%
Young Adult Books	5410Y	10,000.00	10,000.00	888.78	7,628.71	2,371.29	23.71%
Young Adult Bks-Gifts&Memorial	5410YG	1,000.00	1,300.00	0.00	49.12	1,250.88	96.22%
Periodicals, Print	5413P	5,000.00	6,060.00	187.00	359.00	5,701.00	94.07%
Periodicals, Print Youth	5413PY	1,300.00	1,300.00	0.00	29.94	1,270.06	97.69%
Other NonBooks / Bindings	5424	200.00	0.00	0.00	0.00	0.00	0.00%
Adult AV	5425A	40,500.00	22,500.00	2,024.82	11,932.05	10,567.95	46.96%
Adult AV Gifts & Memorials	5425AG	0.00	7,830.00	0.00	0.00	7,830.00	100.00%
Juvenile AV	5425J	20,000.00	13,500.00	575.93	5,721.01	7,778.99	57.62%
Electronic Info. Sources	5426C	58,000.00	104,118.00	0.00	119,780.65	(15,662.65)	(15.04)%
Elec Info Sources Gifts & Mem	5426CG	0.00	12,215.00	0.00	19,997.02	(7,782.02)	(63.70)%
Electronic Info - Youth	5426CY	61,092.00	75,721.00	23,991.25	64,487.37	11,233.63	14.83%
Staff Supplies	5430A	5,000.00	5,000.00	216.95	3,037.58	1,962.42	39.24%
Public Supplies	5430B	5,000.00	5,000.00	377.40	2,584.89	2,415.11	48.30%
Collection Supplies	5430C	25,000.00	25,000.00	3,601.05	27,679.67	(2,679.67)	(10.71)%
FLLS Polaris Supplies	5430F	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00%
Publicity & Printing	5430P	18,000.00	28,000.00	1,490.44	21,128.39	6,871.61	24.54%
Public Programming Sup & Pub	5430PP	39,155.00	46,155.00	1,248.66	33,881.02	12,273.98	26.59%
Software / Licenses	5430S	5,000.00	5,000.00	0.00	1,565.00	3,435.00	68.70%
Library of Things	5430T	3,000.00	3,000.00	0.00	1,340.96	1,659.04	55.30%
Total Supplies & Materials		452,393.00	561,512.00	52,992.44	453,561.78	107,950.22	19.22%
Contractual & Other Expenses							
Telephone	5431	13,280.00	13,280.00	907.96	10,317.98	2,962.02	22.30%
Postage	5433	10,000.00	10,000.00	(60.42)	3,743.99	6,256.01	62.56%
Staff Development	5435	68,583.00	90,760.00	3,827.66	44,029.42	46,730.58	51.48%
Volunteer Development	5435V	2,500.00	2,500.00	0.00	245.76	2,254.24	90.16%
FLLS Circ Automation Cost	5436	68,300.00	68,300.00	17,075.00	68,300.00	0.00	0.00%
Professional Fees - Other	5437	17,545.00	24,545.00	850.00	29,045.00	(4,500.00)	(18.33)%
Prof fees - Security Guard	5437G	169,242.00	169,242.00	13,441.00	128,208.00	41,034.00	24.24%
Prof fees-Legal & filing fees	5437L	80,000.00	80,000.00	5,840.00	18,185.00	61,815.00	77.26%
Prof fees-Synergy IT	5437S	142,892.00	142,892.00	5,170.00	69,904.80	72,987.20	51.07%
Library Membership Dues	5438	3,020.00	3,020.00	0.00	2,349.00	671.00	22.21%
Equipment Contracts	5439C	49,940.00	49,940.00	3,765.23	38,871.19	11,068.81	22.16%

Tompkins County Public Library
Statement of Revenues and Expenditures
From 10/1/2024 Through 10/31/2024

		Total Budget \$ - Original	Total Budget \$ - Revised	Current Period Actual	Current Year Actual	Total Budget Variance	Percent Total Budget Remaining
Equipment Service / Repairs	5439S	5,000.00	5,000.00	0.00	62.99	4,937.01	98.74%
Insurance	5454	20,600.00	20,600.00	0.00	0.00	20,600.00	100.00%
Misc / Contingency	5472	6,500.00	6,249.00	0.00	1,086.24	5,162.76	82.61%
Legal Adv/Refunds/Bk Fees	5490	5,000.00	5,000.00	213.99	2,401.67	2,598.33	51.96%
Total Contractual & Other Expenses		<u>662,402.00</u>	<u>691,328.00</u>	<u>51,030.42</u>	<u>416,751.04</u>	<u>274,576.96</u>	<u>39.72%</u>
Employee Benefits							
Retirement	58810	265,134.00	265,134.00	0.00	0.00	265,134.00	100.00%
Social Security	58830	194,328.00	194,328.00	20,674.88	145,245.21	49,082.79	25.25%
Workers' Compensation	58840	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00%
Flexible Benefits	58845	2,256.00	2,256.00	102.00	1,343.00	913.00	40.46%
Employee Assistance Program	58850	2,125.00	2,376.00	0.00	2,376.00	0.00	0.00%
Parking/Mass Transit	58855	2,000.00	2,000.00	159.52	1,061.52	938.48	46.92%
Health Insurance	58860	651,605.00	651,605.00	41,305.89	484,906.88	166,698.12	25.58%
HRA Reimburse & Administration	58862	20,000.00	20,000.00	1,628.71	17,406.95	2,593.05	12.96%
Disability	58865	23,000.00	23,000.00	1,764.64	18,327.23	4,672.77	20.31%
Unemployment	58870	0.00	0.00	5,040.00	13,104.00	(13,104.00)	0.00%
Total Employee Benefits		<u>1,200,448.00</u>	<u>1,200,699.00</u>	<u>70,675.64</u>	<u>683,770.79</u>	<u>516,928.21</u>	<u>43.05%</u>
Total EXPENSES		<u>5,065,732.00</u>	<u>5,235,888.00</u>	<u>452,231.44</u>	<u>3,594,627.74</u>	<u>1,641,260.26</u>	<u>31.35%</u>
REVENUE LESS EXPENSES		<u>(232,689.00)</u>	<u>(402,845.00)</u>	<u>615,664.61</u>	<u>1,066,168.74</u>	<u>1,469,013.74</u>	<u>(364.65)%</u>

TCPL Executive Committee
Minutes of Special Meeting, November 8, 2024

Called by Taetzsch, Murphy and Chabot pursuant to By-laws Article V.1 and IV.1.a to:

- Consider issues about the TCPL Budget,
- Consider correspondence received from the FLLS about Central Library status and other issues
- Consider topics raised in an email received on November 3, 2024
- Consider reports from the Finance & Personnel Committee and Nominating Committee
- Consider, in executive session, two personnel matters, possible litigation matters and collective bargaining
- Consider the agenda for our November 12, 2024 regular meeting

Attending: Chabot, Taetzsch, Murphy
Absent: Sidle

Also Attending: Daryl Long, Marli Stahler (Board Members), Rich John (Legislature Liaison)

- Mary McKeon (TCPL), Kerry Barnes (TCPL Foundation)
- 9 members of the public signed in
(not all attendees signed in or were identified)

Called to Order at 4:04p with a quorum of three of four members present

- 1) Approval of Agenda – moved by Taetzsch, seconded by Chabot – unanimously approved
- 2) Public Comment – Chabot read TCPL’s Public Comment policy
 - a. Shelby Buche – spoke on budget issues
 - b. Regina DeMauro – spoke on budget issues
 - c. Sophia McKissick – read a statement from Jeremy Jordan focused on budget issues
- 3) TCPL Budget and initial report from the Finance & Personnel Committee
 - Taetzsch reported on the October 29, 2024 Finance & Personnel Committee (FPC) meeting on both the budget and an October 18, 2024 letter received from the Finger Lakes Library System (FLLS)
 - FPC reviewed budget projections for 2025, detailed staffing recommendations and how to maintain staffing to continue in TCPL’s status as the FLLS Central Library. FPC is proceeding on the budget with a priority to avoid reductions in force.
 - Taetzsch emphasized again that the TCPL budget would have to increase by around \$300,000 to maintain its current level of spending because of known cost increases (e.g. increased health insurance costs). The further 5% reduction requested by the County (around a \$200,000 cut) means that TCPL’s total funding shortfall is around \$500,000.
 - Part of the County’s budget issue results from the County’s move to a 25% fund balance – the same fund balance target set by TCPL in its policy. The point several legislators have made in conversations with TCPL Board members is that TCPL should run with a lower fund balance to help the County achieve that goal.
 - In general, the TCPL position has been to look for ways to cooperate with the County rather than confront it. Thus, while some have wanted to mount a public campaign to insist

on increasing the TCPL budget, TCPL officers recognize that the fund balance issue is part of what is driving the discussion.

- FPC is doing a careful review of the entire budget and is carefully considering a number of ideas including some mentioned in public comment, such as drawing down on the fund balance, considering retirement incentives, a hiring freeze, reviewing other expenses – all designed to allow TCPL to preserve its staff and their knowledge since, as already stated, avoiding reductions in force is one of the primary budget goals.

- 4) Correspondence received from the FLLS about Central Library status and other issues
 - Taetzsch reported FPC has been working on a draft response with the goal of sending it to FLLS by the date FLLS requested
 - FLLS had requested confidential treatment of its correspondence which has been shared with the Board. The request for confidentiality is challenging because of Open Meeting Law issues.
 - in general, FPC believed some of the issues raised were valid concerns to be addressed and other may stem from misunderstandings or misinformation and TCPL will act to share accurate information with FLLS on those matters

- 5) Email received on November 3, 2024
 - an email was sent to a Legislator expressing a number of concerns.
 - we noted TCPL website includes an email for the President and that email can and should be used to report concerns or comments. Such concerns or comments can also (as stated in TCPL's policy) be shared with the Director.
 - because TCPL wants to ensure concerns are brought to its attention, it is keeping this communication confidential. In general, it raises a number of concerns about TCPL procedures which are being shared with the Board

- 6) Report from the Nominating Committee
 - Chabot noted that the committee is working both on a slate of officers for 2025 and on candidates to replace both Taetzsch and Murphy who are ending their second terms on December 31, 2024 and cannot be renominated. Interested persons are welcome to make suggestions and the Committee's goal is to have a voteable slate prepared for the Board's November 19 meeting.

- 7) Agenda for the Executive Committee's regular November 12, 2024 meeting
 - Murphy noted that this meeting would be the regular quarterly meeting with officer reports and reports on the work of various committees
 - Taetzsch requested that the agenda include a budget discussion and responses to communications received

- 8) Executive session on two personnel matters, possible litigation matters and collective bargaining – at 4:42pm, Taetzsch moved that the Committee go into executive session to discuss these topics, Murphy seconded and the motion passed unanimously, inviting Long, Stahler and John to remain.

At 5:51, Taetzsch moved to end the executive session, Murphy seconded and the motion passed unanimously.

At 5:52, Murphy moved to adjourn the meeting, Taetzsch seconded and the motion passed unanimously.

Submitted,
Liam G.B. Murphy, Secretary

TCPL Executive Committee
Minutes of Regular Meeting, November 12, 2024

Attending: Chabot, Taetzsch, Murphy
Absent: Sidle

Also Attending: Marli Stahler (Board Members) and 2 other members of the public

Called to Order at 5:37p with a quorum of three of four members present

- 1) Approval of Agenda
 - Taetzsch moved to add “collective bargaining” to the provision for an executive session at point 7. Chabot seconded and the motion passed unanimously
- 2) Public Comment
 - Jeremy Jordan asked why the Finance and Personnel Committee (F&PC) met without a posting 10-days in advance. Taetzsch responded that F&PC met today as its regular meeting is the Tuesday before the upcoming Board meeting on 11/19 but there was a mixup on the posted schedule
- 3) Officer Reports
 - a. President – there was no President’s report
 - b. Vice-President – has been working on the Nominating Committee for positions to be filled for 2025, some of which are filled. The goal is to have a slate presented at the November 19 Board meeting
 - c. Treasurer – will defer her report to the F&PC report
 - d. Secretary – reported that the website was updated to ensure that Board packets remained on the site with the accompanying minutes.
- 4) Committee Reports
 - a. Finance & Personnel Committee – Taetzsch reported that, in the meeting held Nov. 12, F&PC reviewed October reports as prepared by the business manager. As to Budget matters, F&PC reviewed both income and expense issues. As to income, it reviewed funding sources and projected revenue in detail. As to expenses, they discussed current searches for open positions and held an executive session on retirement incentives and other personnel matters. It does not appear that a full draft Budget will be prepared in sufficient time to circulate it for consideration at the November Board meeting. F&PC is getting good information from the business manager despite her being new in the position. The committee’s goal is to finish a line-by-line review of the Budget in preparing it for Board consideration.
As to the response to the FLLS letter, the committee has prepared a draft response and is working on getting various data points to complete it. More time will be needed and the resulting draft will need to be approved by the Board.
 - b. Board Development and Nominating Committee (given by Chabot as part of her report)

- c. Library Services and Policy Committee – Chabot reported the committee was reviewing the various meeting space policies. Murphy added the Committee was taking back up the question of establishing a rotation by which policies were to be regularly reviewed.
 - d. Community Relations and Outreach Committee – there was no report by the Executive Committee. Stahler noted that the CROC regular meeting had been scheduled for Election Day and, because of the conflict, was cancelled. They will meet again in December.
- 5) Legislature comments on By-laws – Murphy reported on the history of the by-law revision. The By-laws were last amended in 2016. The Board reviewed them in 2021 and approved a revision in 2022 and passed it to the Legislature, which took no action on them. TCPL resubmitted them in April 2024. The Legislature is requiring there be a set number of Board members rather than the range (currently 9-15 members) set in past by-laws approved by past Legislatures. While the range might be particularly useful in situations where the Board needs to add expertise rapidly in response to a problem (as one example), the Board values a cooperative rather than a confrontational relationship with the Legislature and so a revised version will be offered at the November board meeting.
- 6) Agenda for the Board’s regular November 19, 2024 meeting – after discussion, Chabot, Taetzsch and Murphy agreed to add the following topics to the Board’s November 19 agenda
- a. Corrections to the 2024/2025 F&PC and Board meeting schedules
 - b. Approval of amended by-laws in line with the Legislature’s comments
 - c. 2025 Budget discussion and Board guidance to F&PC and the Director
 - d. Proposing a meeting of the boards of TCPL, the Foundation and the Friends and inviting Tompkins County members of the FLLS to that meeting as none have attended in recent memory
 - e. The permanent addition of New Business and Old Business
- 7) Executive Session – at 6:09pm, Taetzsch moved to enter executive session on two personnel matters, possible litigation matters and collective bargaining. Murphy seconded and the motion passed unanimously.

At 7:30pm, Taetzsch moved to end the executive session, Murphy seconded and the motion passed unanimously.

At 7:31pm, Murphy moved to adjourn the meeting, Taetzsch seconded, the motion passed unanimously and the meeting was adjourned.

Submitted,
Liam G.B. Murphy, Secretary

TCPL Finance & Personnel Committee
Meeting Notes, prepared by Blixey Taetzsch
October 29, 2024, 4:00 p.m.
Steiner Conference Room

Attending: Melisa Sidle, Jason Moore, Darrell Long, Lis Chabot, Leslie Tabor, Tonya VanCamp, Blixey Taetzsch

Guest: Anthony Elia – Library Counsel

Meeting called to order: 4:10pm

1. Approval of the agenda, with modification – the committee added to the agenda a discussion item regarding a letter received from the FLLS, and also agreed to change the order of the agenda to go into executive session first.
2. Melisa moved, Jason second – unanimous vote to enter executive session at 4:15pm. Discussed in executive session were the following topics:
 - a. collective bargaining
 - b. specific personnel matters, including updates on grievances
 - c. possible early retirement incentive

No action was taken during executive session, motion to leave executive session by Darrell, seconded by Jason, unanimous vote to return to public session at 5:15pm.

3. The committee discussed several concerns raised by the FLLS regarding Library operations, including board governance. Committee members felt that the Board should be preparing a written response, with specific input requested from staff to inform the Board's response.
4. Tonya distributed and reviewed 2024 budget projections with the Committee. Although she is still waiting for data on a few items (such as retirement systems costs), there does appear to be savings that might be used to ease our 2025 budget challenges.
5. The 2025 budget was discussed, and the Committee requested more details regarding current positions and staffing and asked for more details to gain an understanding of staffing levels needed for 2025. The committee is interested in understanding what an ideal versus minimal required staffing scenario would look like. The committee agreed that a priority is avoiding a reduction in force, even if it may mean utilizing fund balance for that purpose.

Meeting adjourned: 5:45pm

TCPL Finance & Personnel Committee
Meeting Notes, prepared by Blixxy Taetzsch
November 12, 2024, 4:00 p.m.
Steiner Conference Room

Attending: Jason Moore, Darrell Long (joined at 4:45 via Teams), Lis Chabot, Leslie Tabor,
Tonya VanCamp, Blixxy Taetzsch

Excused: Melisa Sidle

Public Attending: Shelby Buche, Cassie Shortle, Jimmy Jordan, Marli Stahler

Meeting called to order: 4:10 pm

1. Approval of the agenda after an addition (County Budget update) and a few clarifications from the Chair (personnel portion of the budget discussion will be in executive session) – moved by Jason, seconded by Lis – approved.
2. October Financials: The committee started with a review of the Balance Sheet – Tonya pointed out that we have received our 4th quarter allocation from the County. Blixxy pointed out that accounts receivable and prepaid expenses will be adjusted as we near the close of the year. These items relate to grant activity and retirement system expenditures. It was also noted at this time by Leslie, that we should be seeing the Opioid Grant activity in the November vouchers. Jason brought up that we have staggered maturity dates on CD's and we should look at maturities and interest rates in the coming months to maximize returns. Tonya indicated that she would be meeting with our bank representative in the near future.

The Committee then discussed the revenue and expenditure statements. First was a review of revenues. As noted earlier, we did receive the 4th quarter funding from the county; no funds have been received yet from Town or City of Ithaca. There was also a question whether we had anything outstanding from the prior year. Tonya and Leslie will be following up on these items. The fall check has been received from the Friends, but will be reflected in the November financials. Foundation funding – Leslie reported that we have received the restricted funding – but the rest is an estimate based on 2024 fundraising activities – so there are still some unknowns there.

The Committee then went on to discuss expenditures. Tonya noted that furnishings purchased and will be reflected in next month. Blixxy reviewed briefly what we have discussed in previous meetings: there will be some savings in personnel due to vacancies at various times of the year; overall supplies and materials spending is on track with budget for the year, though some budget modifications will be necessary among categories. There are some savings expected in contractual spending – notably in our IT services – however some of these funds may be needed for replacement of computer equipment. Other expenditures, such as insurance do not occur until year-end. Leslie pointed out that spending in the

category of Public Programming has been supported in part with funding from Cornell that had a finite amount and timeline. Leslie and Kerry are trying to connect with folks to see if we can continue to secure funding support from Cornell. Benefit expenditures track, to some degree, with personnel. However, the retirement system billing and workers compensation billing won't be known (or expended) until the end of the year.

3. Staffing Updates: Library Assistant hiring panel is under way; Communications Coordinator panel is underway.
4. County Budget Update: anticipate a vote for the final county budget on the 19th.
5. 2025 Library Budget (personnel portion to be discussed in Executive Session): The committee reviewed the various revenue sources that we could expect in 2025. The committee confirmed the amount of County appropriation we can expect, discussed the funding asks from the Town and City of Ithaca, and discussed briefly that we needed to make assumptions about Friends and Foundation support.
6. Executive Session to discuss personnel matters, legal matters, and collective bargaining – no action to be taken.

Move to enter executive session: 4:35pm moved by Jason, second by Lis, approved.

Move to adjourn executive session: 5:30pm, moved by Lis, second by Jason, approved.

Meeting adjourned: 5:30pm

TCPL Library Services & Policy Committee Minutes

Thursday, November 7, 2024 @ 4 p.m.

Schwarz Jacobson

Present: Nina Scholtz, Lis Chabot, Liam Murphy, Ellen Hersey, Mary McKeon, Leslie Tabor

Absent: Shelley Wong

Agenda

1. Approval of agenda and minutes – agenda approved; approval of minutes deferred to next meeting
2. Public comment – none, no members of the public attended
3. Review of library spaces policy – group reviewed and discussed broad approach to consolidating and revising the code of conduct; community bulletin board; media, photography, and filming; meeting spaces; and teen center policies. Group agreed that the policies should be simple and clear for staff use and public understanding. Staff are working on revisions, so committee will wait to begin revisions in earnest once the revisions are received from staff. Group discussed teasing out freedom of speech and right to read elements into separate policies.
4. New business – revisions to NYS family leave pertaining to pre-natal status will go into effect in 2025, TCPL usually receives such updates from the Finger Lakes Library System
5. Old business – the group revisited the idea of a policy review table or roster

Meeting adjourned at 4:54 p.m.

Next meeting: **Thursday, December 5th at 4 p.m.**