

TOMPKINS COUNTY PUBLIC LIBRARY  
MINUTES OF THE BOARD OF TRUSTEES  
APRIL 27, 2021

TCPL Board Members Present: Martha Hardesty, President; Blixty Taetzsch, Anthony Martinez, Jason Moore, Don Trotter, Ingrid Jensen, Nina Miller, Nina Scholtz, Liam Murphy, Shelley Wong, LaWanda Cook, Maureen Gilroy, Melisa Sidle

Board Members Excused: Thompson Terry

Also Present: Susan Currie, Interim Director; Michelle Benjamin, Business Manager; Mary McKeon, Administrative Manager; Amanda Champion, County Liaison; Suzanne Smith Jablonski, TCPL Foundation Executive Director; Jennifer Schlossberg, Head of Access Services; Heather Grimes and Woody Chichester, Access Services

With a quorum now present, meeting convened at 4:03 p.m.

APPROVAL OF AGENDA DOC 21-31

A **MOTION** was made by S. Wong and seconded by I. Jensen to approve the agenda. Approved unanimously.

STAFF PRESENTATION by Heather Grimes and Woody Chichester, Access Services  
Woody spoke of the evolving responsibilities of a page, it is not only shelving books, it is increased customer service providing answers and information to patrons. Heather explained how she works in two departments; Technical Services and Access Services. She spoke about how she received materials and enter them into the acquisitions model. In Access Services items being circulated through partnerships with community organizations; Backpacks from Finger Lakes Trust and Passes to the Hangar Theater, YMCA and the State Parks.

ACTION ITEMS

APPROVAL OF MARCH 23, 2021 DRAFT MINUTES DOC 21-32

A **MOTION** was made by L. Murphy and seconded by J. Moore to approve the minutes. Approved unanimously.

ACCEPTANCE OF ANNUAL FINANCIAL REPORT UPDATE (AUD)

Accepted unanimously.

APPROVAL OF BILLS

I, Secretary, Blixty Taetzsch, in keeping with New York State Education Law, certify that I have reviewed payrolls #7 dated 4/8/21, #8 dated 4/22/21 totaling \$99,311.36. 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 April 2021 bills in the amount of \$188,514.15 as listed in Abstracts #10, #11 and #12.

### LIAISON REPORTS

County – A. Champion had to leave early to attend the legislature’s first meeting of the budget. She did announce that County Administrator, Jason Molino will be leaving in May. Champion gave an update on the Reimagining the Police Dept., noting a lot of recommendations that are being implemented.

Foundation – SSJ reported that the Readathon was wrapping up, and the finished video created by Ithaca College intern Nicole, would broadcast on Saturday. She thanked all the participants, noting we had reached 85% of our goal. The Foundation is now planning its next event, the Inside Story.

Friends – D. Trotter reported on the Spring Booksale, starting on May 1, with 241,159 items for sale including maps for hiking. They will be open longer hours with an increase in occupancy for the spring sale.

### DIRECTORS REPORT

On Friday, April 23<sup>rd</sup>, I attended a Library Hours webinar Q & A with the NY State Librarian Lauren Moore (appointed February 2021). The State Library is expecting libraries to return to normal minimum standard hours as of June 1, 2021 but will work with any library unable to do so. There will be no punitive action such as funding cuts or other actions as there would be normally for not meeting standards. The State Librarian expressed concern over staffing cuts to libraries across the state.

It was a lengthy, question filled online meeting with a lot of information shared. In summary, as it relates to TCPL:

1. Curbside and in lobby service counts for open hours right now. There will be a time when they do not count and the State Library will give 2 months’ notice when the change will occur.
2. Outside programming and virtual programming count toward hours.
3. Libraries will be completely accountable for standard hours by February of 2022.
4. The State Library encourages libraries to try to have open hours with in-building programs this summer when schools are in recess, but to work with local government and health recommendations and regulations.
5. State funding has been restored (CLDA and LLDA). TCPL has received this funding.

We do not have a date for security camera installation, yet. Mary has worked with Facilities and created a map of where the cameras will be located and the degree of coverage. Department Heads have copies of this map and there is also a copy posted upstairs on the bulletin board.

The door construction is delayed until **May 17 – 18.**

We had hoped to increase hours sooner but due to the door delay, we are planning to increase hours on June 1<sup>st</sup>. We will also stop using the Teen area door then and will increase in-house density to 50 people. We'll work to update signage, website, etc.

Departments are planning for summer programming both virtually and in person outside. Sarah O'Shea has been researching the TCHD guidance for outside group gathering for planning library outside in-person programming. YS & AS are both planning outside programming and will work together on guidelines.

With the departure of Michael Labrecque due to his planned move, and a family leave of six months, we are advertising for a Library Assistant (internal promotional) and to all eligible staff the opportunity for extra hours at the main reference desk. We are also advertising for a Sr. Clerk for weekends and nights in order to reach the required number of hours per minimum standards. The increase in hours requires additional staffing.

#### SEARCH COMMITTEE

B. Taetzsch gave the status of the Director Search, they are recommended three candidates, two accepted, one candidate declined. The Board of Trustees will meet with each candidate at 4:00 on May 3, and May 6, the presentation to the public will follow the trustees. The committee will be seeking feedback via survey. The candidate will also meet with staff and a virtual tour of the facility.

**MOTION** to adjourn by N. Scholtz and seconded by S. Wong at 4:59 PM. Approved unanimously.

#### EXECUTIVE SESSION

A **MOTION** was made by I. Jenson and seconded by A. Martinez to adjourn to Executive Session at 5:00. Approved unanimously. The Executive Session with Susan Currie was held for the purpose of discussing personnel items. At 5:04, the Board excused Susan and continued their Executive Session with Trustees only.

During the Trustee only Executive Session, the Board discussed the Director Search and the upcoming interview process with finalist candidates.

A **MOTION** was made by M. Sidle and seconded by L. Murphy to adjourn Executive Session to public session at 5:53 PM.

Recorded by Mary McKeon  
Administrative Manager

Endorsed by Blixxy Taetzsch  
Secretary