

TOMPKINS COUNTY PUBLIC LIBRARY
DRAFT MINUTES OF THE BOARD OF TRUSTEES
MAY 28, 2024

TCPL Board Members Present: Melisa Sidle, President; Blixty Taetzsch, Liam Murphy, Lis Chabot, Shelley Wong, Kathy Weinberg, Mimi Townsend, Darrell Long, Nina Scholtz, Christina Brewington, Marli Stahler, Jason Moore

Also Present: Leslie Tabor, Director; Mary McKeon, Administrative Manager; Kerry Barnes, TCPL Foundation Executive Director; Rich John, County Legislator; Nathan Reynolds, Insero

With a quorum, meeting convened at 4:07 p.m.

CALL TO ORDER

APPROVAL OF AGENDA DOC 24-28

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

APPROVAL OF APRIL 23, 2024, MINUTES DOC 24-29

A **MOTION** was made by S. Wong and seconded by D. Long to approve the minutes. Approved unanimously.

APPROVAL OF THE BILLS

I, Treasurer, Blixty Taetzsch, in keeping with New York State Education Law, certify that I have reviewed payroll #9 dated 5/2/24, #10 dated 5/16/24 and #11 dated 5/30/24 totaling \$183,776.37. 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 May 2024 bills in the amount of \$249,111.69 as listed in Abstracts #13, #14, #15 and #16.

ACCEPTANCE OF THE ANNUAL AUDIT DOC 24-30

Nathan Reynolds from Insero gave a brief overview of the Annual Audit to the trustees. Approved provisionally.

APPROVAL OF GIFT AND DONATION POLICY DOC 24-31

Approved unanimously.

APPROVAL OF CARD AND LENDING GUIDELINES DOC 24-32

Approved unanimously.

DIRECTOR'S REPORT

L. Tabor asked for feedback on how they want to see reports from her. Tabor and the Board Treasurer attended the Tompkins County 2024 Budget Launch on May 23 at 10:30 am.

All Tompkins County departments and agencies must submit two budgets this year:

1. A standard Maintenance of Effort Budget with OTRs
2. An agency budget with 5% cuts reflected, which may also include OTRs

The County is not factoring in any COLA this year (0%). The Maintenance of Effort budgets must be entered by June 14. The reduced budget is due July 8.

UPDATES FROM THE PRESIDENT & VICE PRESIDENT

Sidle gave a brief update on the director's evaluation and the May staff meetings, moving away from the 360-review format to SMART goals in the future. The board changed the format of the director's staff report.

L. Murphy gave a quick summary of Open Meetings Law that apply to the board and committee meetings

LIAISON REPORTS

County – John briefly mentioned how New York State Education Law relates to the bylaws. Our new neighbor, Asteri will bring a lot of people into the city, their first event is July 23rd.

Foundation – This is a (somewhat) quieter time for the Foundation so we've been using it to organize and clean out files, update policies, document procedures, and fine-tune our workplan for the second six months of the year.

Another Silent Reading Party is in the works for this summer, along with our annual report, a summer appeal, and our annual donor recognition event in August

Friends – The booksale ended, total sales increased this year with a total of \$277,785.00 selling 191,657 items the rest went to thrift (14 huge boxes) with 12,356 customer visits, more money with same number of customers.

EXECUTIVE SESSION

A **MOTION** was made by S. Wong and seconded by D. Long to adjourn to Executive Session to discuss a personnel matter at 5:44 pm. Approved unanimously.

There being no further business, a **MOTION** was made by M. Townsend and seconded by L. Murphy at 7:01 to adjourn. Approved unanimously.

Minutes by Mary McKeon
Administrative Manager

Endorsed by Liam Murphy
Secretary