

TOMPKINS COUNTY PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES
SEPTEMBER 28, 2021

TCPL Board Members Present: Ingrid Jensen , President; Martha Hardesty, Blixly Taetzsch, Liam Murphy, Shelley Wong, Don Trotter, Nina Scholtz, Jason Moore

Board Members Excused: LaWanda Cook, Melisa Sidle, Nina Miller

Also Present: Teresa Vadakin, Interim Director; Sarah O'Shea, Head of Youth Services; Jennifer Schlossberg, Head of Access Services; Michelle Benjamin, Business Manager; Mary McKeon, Administrative Manager; Suzanne Smith Jablonski, TCPL Foundation Executive Director

With a quorum now present, meeting convened at 4:01 p.m.

APPROVAL OF AGENDA DOC 21-80

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

ACTION ITEMS

APPROVAL OF AUGUST 24, 2021 DRAFT MINUTES DOC 21-81

A **MOTION** was made by B. Taetzsch and seconded by I. Jensen to approve the minutes. Approved unanimously.

APPROVAL OF SEPTEMBER 8, 2021 DRAFT MINUTES DOC 21-82

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

APPROVAL OF BILLS

I, Secretary, Blixly Taetzsch, in keeping with New York State Education Law, certify that I have reviewed payrolls #18 dated 9/9/21 and #19 dated 9/23/21 totaling \$96,869.31. 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 September 2021 bills in the amount of \$224,763.78 as listed in Abstracts #26, #27 and #28.

APPROVAL OF 2021 BUDGET AMENDMENTS DOC 21-83

Approved unanimously.

APPROVAL OF FREE DIRECT ACCESS PLAN FOR 2020 DOC 21-84

Approved unanimously.

APPROVAL OF 2022 – 2026 CENTRAL LIBRARY PLAN DOC 21-85

Approved unanimously.

NOMINATING COMMITTEE

Ingrid Jensen recommended on behalf of the nominating committee, Melisa Sidle as Secretary and Blixxy Taetzsch for Treasurer. Approved unanimously.

ASSISTANT DIRECTORS REPORT

Teresa Vadakin thanked the Board for this exciting opportunity and new chapter in her profession.

Vadakin gave an update on the staffing changes in Adult Services- Josh adding hours to make him a full time library assistant with a focus on the Makerspace and Digital Lab, as well as Woody accepting the full time Library Assistant position, with an emphasis on Promotions and Outreach. She described the process of forming an interview committee for the Temp Librarian III position consisting of all departments and various levels of staff would be invited onto the team.

Vadakin discussed how she was working on the Budget Presentation, she thanked Sarah O’Shea and Jennifer Schlossberg for their assistance with the presentation and also thanked the Finance and Personnel committee for their feedback. She mentioned that the presentation is coming together nicely.

She finished with Circulation and Access Services expanding their curbside hours on Monday, Wednesday and Friday from 10-6. This will make curbside accessible and more convenient for patrons and thinks they will appreciate this extended service. Vadakin also mentioned the Telehealth Initiative that Tom Fredette has been working on with Lara Parilla, from Cayuga Medical Center. This is an exciting partnership and will help increase access to health care for all community members.

LIAISON REPORTS

Foundation – S. Smith Jablonski announced her resignation, her last day will be November 12th. Smith Jablonski said she would be discussing the next steps with the Foundation Board of Directors on Monday. Smith Jablonski mentioned the “Hold on Let Me Ask a Librarian” event on October 28th.

Friends – D. Trotter informed every one of the luncheon given for Annette Birdsall to recognize her service as TCPL Library Director. Booksale library day is tomorrow and Thursday. The sale proper to start October 9th, there are 220,000 items for sale.

EXECUTIVE SESSION

A **MOTION** was made by S. Wong and seconded by J. Moore to adjourn to Executive Session at 4:33 p.m. Assistant Director Teresa Vadakin was invited to attend. The trustees asked Vadakin for any updates, questions, or comments she might like to share in executive session. Vadakin

said she did not have anything specific to raise. The trustees asked Vadakin to share her plans for identifying someone to lead adult services in her absence. Vadakin explained she was conducting an internal search. The position was posted today, and Vadakin is working to assemble a search committee with representatives from all levels of library staff and departments. She added she expects there to be multiple candidates and that applications are due next week.

Vadakin was then excused at 4:37 p.m. The trustees then discussed how the board might evaluate Vadakin and any new director, as well as the appropriate intervals for such evaluations. After some discussion of various options, the group came to an agreement that informal check-ins after 30 and 60 days would be appropriate, followed by a first review after 90 days. For that first review, the trustees agreed they would solicit staff feedback after the 90-day mark. The board would then review that feedback and discuss it with Vadakin at the next board meeting. Subsequent reviews of a new director would then be set at six and twelve-month intervals from the date of hire, and that a fuller 360 review would be conducted at the six or twelve-month reviews. I. Jensen agreed to circulate a draft of a 360 review that she had previously circulated to the Finance and Personnel Committee and to also attempt a first draft at a shorter version of that instrument for the 90-day staff feedback solicitation process.

The trustees then briefly discussed a desire to reconnect with the Tompkins County Foundation Board, especially in light of the news of Suzanne Smith Jablonski's planned departure. Both boards had agreed to temporarily put joint meetings on hold during the director search; now that Vadakin is in place, everyone agreed it's time to begin discussing this with the foundation again.

There being no further business, a **MOTION** was made by S. Wong seconded by J. Moore to adjourn Executive Session at 4:58 p.m. Approved unanimously. There being no further business for the public session, a **MOTION** was made by L. Murphy and seconded by J. Moore to adjourn the meeting at 4:50 p.m. Approved unanimously.

Recorded by Mary McKeon
Administrative Manager

Endorsed by Melisa Sidle
Secretary