

## **Minutes from the TPL Board Meeting 6/20/2017**

**Attending:** David Salomon, Michael Oliver, Marie Gavazzi, Linda Segretto, Evelyn Greenstein, Paul Hicok, Mark Miller

Action items (for those in a hurry):

- Paul to provide salary schedules
- Paul to investigate any time requirements between board candidate petitions and election.
- Evelyn to contact Brenda Wilson-Hale
- We need help addressing the general failure of the TPL board email address

### **Actual minutes:**

Two corrections were noted to the previous meeting minutes.

David Salomon moved and Marie Gavazzi seconded, minutes were approved unanimously as amended.

Two TPL staff members (Dale LaGue and Laurie Burns) attended the meeting to bring to the board's attention the disparity between salary levels at TPL and other neighboring libraries.

One of main issues they pointed out was that the time between schedule changes is quite long, and as a result salaries lag at TPL relative to other libraries. Their concerns were documented in a lengthy letter which is part of the record we considered during the meeting.

Board members asked for additional information on this topic.

For example:

Can automation help? Paul stated that it is not clear that self-checkout is a win for smaller circulation libraries, although it is helpful for higher volume libraries.

A general issue that was discussed is whether the number of staff hours can be reduced to provide an increase in salary for fewer staff members. No resolution was reached on this point, but there was a repeated request for information on what the volume of usage was, hour by hour and day by day, so it is possible to evaluate the cost effectiveness of staff time. Paul stated that four people are required to ruin the library during open hours.

The staff members also noted that while the locked bathrooms had made things somewhat better from a security standpoint, the process of giving out keys was actually a drain on productivity.

The staff members also recommended that the entry level salaries, at least be increased, stating that entry level positions were near minimum wage, and could soon be below minimum wage, since NYS will be increasing minimum wage shortly.

Evelyn proposed that a working group be established to consider staff salaries. Paul agreed to send around the salary schedules (which has since been done).

Payment of the bills was moved by DS, seconded by MG, and unanimously approved.

Retaining Sicher, Torchia, Allen, and Churchill as TPL accountants was moved by DS, seconded by MO, and unanimously passed.

The By-law modifications that were discussed in a committee meeting were discussed by the entire assembled board.

- Unanimous agreement was reached on the notion that the policy on public comment does not belong in the in the by-laws, but should be on the web site.
- Also it was agreed that the president should designate the person who functions as treasurer, should that officer be incapacitated or unavailable.
- There is general agreement that the administrative committee should meet at least twice a year, and the building committee should meet at least 4 times a year.

#### Budget discussion

We had a first pass discussion of the budget. DS moved and MG seconded that the Tax Cap be pierced in the new budget. There was unanimous approval, and a document noting this was prepared and signed by the acting secretary. There was extensive discussion of specific budget items, but the budget is still being firmed up and this discussion did not give rise to specific decisions. MM asked for a longer term view, so the trustees could know what to expect in outlying years, so a longer term strategic plan could be developed.

#### Elections:

The special election for TPL budget and new board members will be held Sept 26, 2017.

Meet the candidates nights will be held Sept 12 (Hart) and Sept 14 (Lansingburgh) at 7 PM.

It was clarified that we can request a bio and even photos, but only a petition is required to run for TPL board. Paul will investigate any time requirements between submission of petitions and the vote, to make sure we are in good shape.

#### Community Foundation Grant

The community Foundation Grant was awarded on May 22 2017, and it must be completed/spent out by May 22, 2018. Evelyn agreed to contact Brenda to set up a first meeting. Consensus was this should happen at a meeting distinct from our normal board meeting.

#### Lansingburgh Branch Construction Grant.

Further damage to the Lansingburgh library doors has motivated Paul to transfer funds from the window project to the door project. This is detailed in the directors report.

WiFi Policy. A revised WiFi policy was presented to the board. DS moved and LS seconded its approval, It was unanimously approved.

#### **President's report**

The President's report included: Considering a Vernon Grant proposal, marketing opportunities for TPL including July 8 Farmers market, Pop-up sales opportunities, how to coordinate with North Central, word of mouth support for summer reading program which begins June 26. Thanks were also expressed to the Friends of Library for their support, and Evelyn agreed to pass those thanks along to FoTPL.

#### **Directors report:**

This is detailed in Paul's document, and will not be repeated here.

Email failure:

The email address established for board members seems to be failing, people are not receiving their information. This needs investigation.