

***Manlius Library Board of Trustees Meeting
Minutes
January 26, 2017***

Trustees Present: Margot Baxter, Mario Bottoni, Ginny Chmielewicz, Megan Oakleaf, Ron Russell, Dick Schlote, Karen Steinberg, Dee Tanner, and Mary Veeder-Civitello

Trustees Not Present: Kim Kutzer and Piri Taborosi

Also Present: Jen Milligan, Library Director; Kerstin Spina, Business Manager; Guests: Betsy Bower and Bruce Ruppert

President Steinberg called the meeting to order at 6:02 p.m.

President's Report (*Karen Steinberg*)

- *November 17, 2016 Meeting Minutes:* There being no additions or corrections, Mr. Russell made a motion to accept the minutes as written. Mr. Schlote seconded, all approved, and the motion passed.
- President Steinberg noted that Dr. Veeder-Civitello is rotating off the board after six years of service. She thanked her for her dedication, hard work, and commitment to the library, its staff, and patrons.

Treasurer's Report (*Mario Bottoni*):

- Actual 2016 income was slightly under budget due to lower than expected income from book sales, cafe, fines, copier use, and fundraising.
- Actual 2016 expenses were below budget despite an increase in spending on technology improvements. Additional savings were achieved by under-spending in utilities due to the installation of energy efficient lighting.
- Dr. Veeder-Civitello made a motion to approve the Treasurer's Report as presented. Mr. Russell seconded, all voted in favor, and the motion passed.

Director's Report (*Jennifer Milligan*):

- Dr. Harold G. Jones is donating additional Audubon prints to the collection he previously gifted to the Library for a total in the collection of 60 framed prints. He is also donating a set of books from the 1800s and first edition packets of drawings. Additionally, Dr. Jones is endowing a fund to cover future expenses of the collection including display cases and insurance. He is working with an Audubon gallery owner to create an annotated catalog of the collection. In October the library will host a "recognition day" to honor Dr. Jones and to showcase the collection. Due to Dr. Jones' generosity, the library's holdings will be one of the best and largest Audubon collections in the northeastern US.
- The Greater Manlius Chamber of Commerce dinner honoring the Town of Manlius libraries (Manlius, Fayetteville, and Minoa) will be held on March 7.
- New PCs have been installed in the main computer area of the library as part of the technology upgrade.
- The 2016 Annual Report will be included in the March/April 2017 newsletter. Based on the statistical information included in the Annual Report, Ms. Oakleaf made suggestions on how to expand on the statistics to demonstrate the positive impact on the library and to the community.
- Ms. Tanner was pleased with the new expanded and more detailed January/February edition of the *Manlius Library Connections* newsletter.

Strategic Plan (*Jen Milligan*):

- An overall status review of the Strategic Plan as of December 2016 shows completion of a majority of the "action steps" in each area: Collaboration & Outreach; Expanded Programs & Services; Young Adult

Engagement; and Safety, Security, Accessibility. All other action steps are “in progress” with the exception of two steps in Safety, Security, Accessibility which are scheduled to begin in 2017.

- Director Milligan discussed the action step *New Service Implementation* under the Expanded Programs & Services category. The library will be introducing Biblioboard, an online site where libraries provide digital spaces for community members to archive and share their work locally or worldwide. Patrons can access a variety of multimedia e-content on the site or can self-publish through Biblioboard. Libraries can create and catalog their own digital collections of works such as local history, music, and speaker series. The library staff will be trained in the use of Biblioboard and will offer a variety of programming to teach patrons how to navigate the site. Offering Biblioboard to our patrons helps fulfill the Library’s mission to inspire ideas and to empower people with the tools, services, and resources they need to create opportunities for themselves.
- As the Strategic Plan continues to be developed for 2017, board members were directed to give thought to what areas should be focused on as we move forward and how these areas could be highlighted, nurtured, and implemented into the future.

Old Business: There was no old business.

New Business (*Karen Steinberg*):

- Board Committees: President Steinberg handed out a draft version of the board committees for 2017. Several committees had vacancies, and board members volunteered to fill the openings. President Steinberg will email an updated committee list to the board.
- The next board meeting will be held in conjunction with the annual meeting on March 23rd. Director Milligan will send the board the regular monthly reports for February so everyone is kept up-to-date.

There being no further business, Mr. Schlote moved to adjourn and Dr. Veeder-Civitello seconded. All voted in favor, and President Steinberg adjourned the meeting at 6:52 p.m.

Respectfully submitted,

Margot Baxter
Secretary