

***Manlius Library Board Meeting
Minutes
August 27, 2015***

Board Members Present: Mario Bottoni, Ginny Chimielwicz, Mary Karpinski, Ron Russell, Dick Schlote, Piri Taborosi, Dee Tanner, Mary Veeder-Civitello, and Bob Weiler

Also Present: Library Director, Jen Milligan; Business Manager, Kerstin Spina

Jennifer Milligan announced that Karen Steinberg would be unable to attend the meeting and had delegated the conduct of the meeting to Jennifer. Jennifer called the meeting to order at 6:06 p.m.

President's Report (Jennifer Milligan):

- *Approval of July Minutes:* Mary Karpinski made a motion to approve the minutes of the July 23, 2015 meeting. Dick Schlote seconded the motion, all approved, and the motion passed.
- *Board Committees:* Discussion postponed until September meeting.
- *Board Terms:* Discussion postponed until September meeting.

Treasurer's Report (Mario Bottoni):

- *July 2015 Financial Report:* Mr. Bottoni presented the July treasurer's report. YTD income is below budget due to not receiving Town of Pompey revenue. However, YTD expenses are running under budget, leaving overall Net Income positive. Ms. Tanner suggested sending a letter to the Town of Pompey requesting reconsideration of their support. Discussion occurred regarding other ways to reach out to Town of Pompey residents. Mr. Weiler made a motion to accept the July Treasurer's Report and Mr. Russell seconded the motion, and all approved.
- *Audit Results Presentation:* Mr. Bottoni reviewed the audited financial statements and management letter for year-ending December 31, 2014. Discussion occurred regarding the change from cash-basis to accrual methods of accounting to follow standard acceptable accounting practices. Ms. Karpinski expressed the importance of board members understanding this audit.

Director's Report (Jen Milligan):

- Director Milligan reported that the Summer Reading Program was highly successful with an increased focus on STEM programming. Overall, she expects that there will be an increase in children's programming for the rest of the year, and the staff will continue to evaluate programming sessions. Mr. Weiler expressed concern about how statistics are collected and could be used. Ms. Milligan communicated that there are no standards for reporting library usage statistics.
- Director Milligan provided an update on the plans for the Centennial celebration on October 17 and encouraged all board members to attend.
- Director Milligan provided an update on current building renovations. The teen room has been painted and the flooring is installed. The new flooring in the vestibule will be installed Labor Day weekend. DVD shelving has been backordered and will not be delivered until November. John Freightenburgh, the proprietor of Ironwood, will be donating the construction and installation of the countertop in the teen room. Feedback on the updates made to-date has been very positive from both staff and patrons.
- Director Milligan provided details on the planned grant application for the 2015-16 NYS Library Construction Grant. The grant application will focus on safety in the children's area and overall accessibility in the library with work beginning in mid-2016. Ms. Milligan read aloud the Assurances, Mr. Bottoni made a motion to accept, Ms. Taborosi seconded, all approved. Vice-President Tanner signed the Assurances and the Environmental Impact forms on behalf of President Steinberg.

Old Business:

- *Surplus Property Policy:* Mr. Scholte made a motion to approve, Ms. Veeder-Civitello seconded the motion, and the motion passed unanimously.

New Business:

- Due to conflicts, the suggestion was made to move the September board meeting to September 17 and the October board meeting to October 15. All approved.

Director Milligan offered to remain after the meeting closed to provide a demonstration of the Hoopla service for anyone that was interested.

There being no further business, Mr. Weiler made a motion to adjourn which was seconded by Mr. Schlote. Director Milligan adjourned the meeting at 7:08 p.m.

Respectfully submitted,

Kerstin Spina
Acting on behalf of Margot Baxter, Secretary