

***Manlius Library Board Meeting  
Minutes  
September 17, 2015***

**Board Members Present:** Mario Bottoni, Mary Karpinski, Ron Russell, Karen Steinberg, Dee Tanner, and Bob Weiler

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

Ms. Steinberg called the meeting to order at 6:10 p.m.

**President's Report** (*Karen Steinberg*):

- *Approval of July Minutes:* Dee Tanner made a motion to approve the minutes of the August 27, 2015 meeting. Ron Russell seconded the motion, all approved, and the motion passed.
- *Board Committees:* Ms. Steinberg reviewed potential committee assignments and will discuss with absentee board members prior to finalizing. The Public Relations committee will be eliminated and Director Milligan will assist Mr. Weiler in the committee to update the bylaws. Mr. Russell will join the nominating committee and a library staff member will assist the scholarship committee. Ms. Karpinski recommended the consideration of a committee to address board education. Ms. Steinberg will meet with Director Milligan to discuss. Ms. Steinberg will discuss committee assignments with absentee board members prior to finalizing.
- *Board Terms:* The updated board terms were reviewed by the board. The board concurred that the terms are now correct.

**Treasurer's Report** (*Mario Bottoni*):

- *August 2015 Financial Report:* Mr. Bottoni presented the August treasurer's report. YTD income is below budget due to not receiving Town of Pompey revenue. However, YTD expenses are running under budget particularly in collections and payroll, leaving overall Net Income positive. Mr. Russell made a motion to accept the August Treasurer's Report and Ms. Karpinski seconded the motion, and all approved.

**Director's Report** (*Jen Milligan*):

- Director Milligan reviewed library statistics. Board members expressed appreciation for the new format of the Director's report.
- Director Milligan provided an update on the plans for the Centennial celebration on October 17 and encouraged all board members to attend. They will be provided with name tags, can greet patrons, and can provide general assistance and support throughout the day. Invitations have been sent to individuals and businesses throughout the community with general invites going out with the annual fund appeal. Staff could use assistance with labeling and stuffing envelopes.
- Director Milligan provided an update on current building renovations. The teen room has been painted, flooring is installed, and electrical work is done. The countertop and shelving will be installed in the next several weeks. The new flooring and painting in the vestibule has been completed. Lighting is being installed for the Audubon gallery with installation planned prior to the centennial celebration. DVD shelving has been backordered and will not be delivered until November. Feedback on the updates made to-date has been very positive from both staff and patrons.

**Old Business:**

- None

**New Business:**

- None

There being no further business, Mr. Weiler made a motion to adjourn which was seconded by Mr. Bottoni. Ms. Steinberg adjourned the meeting at 6:52 p.m.

Respectfully submitted,

Kerstin Spina  
Acting on behalf of Margot Baxter, Secretary