

***Manlius Library Board Meeting
Minutes
October 27, 2016***

Members Present: Mario Bottoni, Ron Russell, Karen Steinberg, Dee Tanner, and Mary Veeder-Civitello,

Not Present: Margot Baxter, Ginny Chimielewicz, Dick Schlote, and Piri Taborosi

Also Present: Library Director Jennifer Milligan and Business Manager Kerstin Spina

Board President Steinberg called the meeting to order at 6:11 p.m.

President's Report (*Karen Steinberg*):

- *September 22, 2016 Meeting Minutes:* There being no additions or corrections, Dr. Veeder-Civitello made a motion to accept the minutes as written. Mr. Russell seconded, all approved, and the motion passed.
- President Steinberg received a resignation notification from board member Bob Weiler requesting immediate withdrawal from the board citing health issues. All board members present unanimously agreed Mr. Weiler made many contributions during his time served, especially in the recent changes to the by-laws, and that his service to the library board will be missed. Dr. Veeder-Civitello made a motion to accept the resignation which was seconded by Mr. Russell, and the motion passed

Treasurer's Report (*Mario Bottoni*):

- Board members reviewed the Treasurer's Report in advance of the meeting.
- Income continues to be ahead of schedule; Expenses on target while *Payroll* expenses remain slightly under budget.
- Mr. Russell moved to approve the Treasurer's Report as presented. Dr. Veeder-Civitello seconded, and the motion passed unanimously.

Director's Report (*Jennifer Milligan*):

- Board members reviewed Director Milligan's monthly report prior to the meeting.
- It was noted that the majority of the construction in the children's area had been successfully completed. Patron feedback has been very positive and complimentary with comments on the beautiful new carpet and improved safety with new railing enclosures. The significant change relocating the circulation desk has been well received by both patrons and staff improving sight lines to the children's computers and lower level. Additional small improvements in the children's area are planned, such as some new furniture.
- Annual Fund contributions received are down significantly from previous years. Reminder postcards will be mailed in early November and it is believed this will trigger an increase in yearend donations.
- The 2017 preliminary budget was presented and discussed including overriding the tax cap. The Finance Committee will be presenting a proposed budget at the November board meeting.
- The Greater Manlius Chamber of Commerce Awards Dinner scheduled for November 4th, 2016 has been postponed which was to honor the Manlius Library.

Communications Committee Report (*Karen Steinberg, Jennifer Milligan*):

- The Communications Committee has met and has agreed to continue to promote the ways the library is adding value in the community, including grant and outreach activities.

Nominating Committee Report (*Karen Steinberg on behalf of Mr. Schlote*):

- New Board Candidate Megan Oakleaf was interviewed for a board position after several conversations and review of her resume. It was noted she possesses many positive attributes including an in-depth knowledge as to justification of the value of academic libraries.
- Mr. Russell moved to approve the nomination to add Ms. Oakleaf to the board as recommended by President Steinberg. Mr. Bottoni seconded, and the motion passed unanimously.
- President Steinberg discussed the benefits of adding to the board in the near future and will present the recommendation to Mr. Schlote.

- ***Old Business:*** Operations Manager Marcia Short has scheduled the roof repairs for the first week of November which is anticipated to be a three-day project. These are part of next year's construction grant application.
- Renovations on the children's room are nearly complete. The handicap door openers will be installed in November and new signage will be ordered and installed before the end of the year. These activities will complete this year's construction grant.

New Business:

- *New Staff Appointments:* Mr. Russell moved for the board to approve the hiring and hourly wage rate of Library Page Gabrielle Masterpol. Ms. Tanner seconded, and the motion passed with all voting in favor.

There being no further business, Mr. Bottoni made a motion to adjourn. Mr. Russell seconded, and all approved. President Steinberg adjourned the meeting at 6:43 p.m.

Respectfully submitted,
Kerstin Spina
Business Manager on behalf of Margot Baxter, Secretary