

***Manlius Library Board of Trustees  
Board Meeting  
October 26, 2017***

**Trustees Present:** Margot Baxter, Mario Bottoni, Ginny Chmielewicz, Kim Kutzer, Megan Oakleaf, Bruce Ruppert, Ron Russell, Dick Schlote, Karen Steinberg, Piri Taborosi, and Dee Tanner

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

President Steinberg called the meeting to order at 6:03 p.m.

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

- *September 28, 2017 Meeting Minutes:* Board members reviewed the minutes prior to the meeting. There being no additions or corrections, Ms. Chmielewicz made a motion to accept the minutes as written. Ms. Kutzer seconded, all approved, and the motion passed.
- *Proposed 2018 Board Meeting Schedule:* Director Milligan circulated a proposed calendar for 2018 board meetings. Board meetings are held on the fourth Thursday of a month except when a major holiday might fall on or near a meeting date. It was agreed to meet on the dates as presented with the possibility of combining the 2018 November and December meetings into a single meeting. A decision regarding those dates will be made later in 2018.
- *New Board Members:* Ms. Tanner and Mr. Schlote will be rotating off the board at the February 2018 meeting. President Steinberg asked board members to speak with her regarding suggestions for potential candidates.
- *Board Treasurer's Role:* The responsibilities of the Treasurer are expanding to include the review of expenditures and invoices. This will create an even stronger system of the library's checks and balances as an overall fiduciary responsibility of a library board.
- *Treasurer Nomination and Vote:* Due to increased business responsibilities which have impacted the time he is able to commit to the duties of Treasurer, Mr. Bottoni asked the board to accept his resignation as Treasurer. His resignation was accepted, and the board thanked Mr. Bottoni for his outstanding service. He agreed to continue as a member of the Finance Committee. Ms. Tanner nominated Mr. Ruppert for the position of Treasurer which was seconded by Mr. Schlote. There was a unanimous vote of approval, and the motion passed.

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

- *September Financials:* Board members reviewed the monthly report prior to the meeting.
  - Income is 103% of budget, due to a large donation.
  - Expenses are 91% of budget. Salary expenditures are currently below budget which allows for 401k contributions, employee medical expenses, substitute hiring in case of an employee leave of absence, or other unanticipated personnel expenditures.
  - Capital expenditures will reflect payment of the debt service in December.
  - The Finance Committee completed a 2018 draft budget which reflects a 2% increase over the 2017 budget. However, the increase is under the 2018 tax cap. Director Milligan will circulate the draft budget to the board members for discussion at the November meeting.

There being no issues or concerns with the Treasurer's Report, Mr. Russell moved to accept it, and Ms. Taborosi seconded. All voted in favor, and the motion passed.

**Directors Report** (*Jennifer Milligan*):

- *Audubon Celebration:* The celebration on October 14<sup>th</sup> was well attended. Dr. Jones was at the library all day and enjoyed meeting and talking with so many people.

- Security system upgrades are in progress.
- The Fayetteville Farmer's Market season ended in early October. The library's booth at the market was visited by over 1000 people during the summer.
- A Spanish early-language program for children which focuses on the language and associated cultures. The program is being offered in cooperation with the InterAct Language Center and is funded by a grant from State Senator John DeFrancisco.
- An outreach library at the Manlius YMCA is under development, and staff is working on other collaborative programming.
- The Library participated in the Village of Manlius' Trunk or Treat event on October 21<sup>st</sup>.
- Youth Engineering Initiative, Mad Scientist, and Young Naturalist programming is taking place again this fall.

### **Board Member Reports on Library Programs**

- *October:* Ms. Chmielewicz attended the *Audubon Celebration* and complimented the *Celebration Committee*, the library staff, and the volunteers for their hard work in organizing such an enjoyable day of activities. She also remarked on Dr. Jones' all-day participation, the Kindred Kingdom presentation, the presence of the Onondaga Audubon Society, and the wonderful pianists who provided hours of beautiful music. Ms. Taborosi noted that the children's crafts were creative and fun. All the board members who attended the *Celebration* were impressed and commented positively.
- *Upcoming Reports:* November—Mr. Ruppert; December—Ms. Tanner

### **Old Business**

There was no old business.

### **New Business:**

- Stephanie Langer has been hired to fill the position of Digital Technology Librarian. Ms. Langer is currently the Director of the Tappan-Spaulding Memorial Library in Newark Valley, NY. Her employment begins on November 13<sup>th</sup>, and she brings excellent technology skills to the position.
- Director Milligan thanked President Steinberg for her donation of a charging table for the adult area. The new table is being used for drop-in tech times and is also available for patrons to use while charging their devices.
- Ms. Tanner reminded the board that 2018 is the final year for the Pat Infantine Scholarship. She asked the board to begin thinking about whether they would like to continue the spirit of the Infantine scholarship by creating a new scholarship. Ms. Kutzer agreed to be on the Infantine Scholarship selection committee in spring 2018.

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

Respectfully submitted,

Margot Baxter  
Secretary