

Manlius Library Board Meeting
Minutes
November 19, 2015

Members Present: Margot Baxter, Ginny Chimielewicz, Mary Karpinski, Ron Russell, Piri Taborosi, Dee Tanner, Karen Steinberg, and Bob Weiler

Members Not Present: Mario Bottoni, Dick Schlote, and Mary Veeder-Civitello

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

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

In light of world events the previous week, President Steinberg asked Director Milligan whether patrons or staff expressed concern about safety and whether anyone was inquiring about additional security. Ms. Taborosi asked whether the library has a written emergency plan. Director Milligan responded that no patrons or staff have voiced concerns for their safety, and the library has a written emergency and disaster plan. All staff are familiar with the plan. Director Milligan also noted that in October she met with a security consultant and the staff is investigating additional security options.

President's Report (*Karen Steinberg*):

- *Board Minutes:* Ms. Karpinski made a motion to approve the minutes of the October 15, 2015 board meeting which was seconded by Ms. Taborosi. All approved and the motion passed unanimously.
- *Bylaws:* Board members had reviewed the suggested changes to the bylaws prior to the meeting. President Steinberg asked for comments or questions regarding the changes.
 - Mr. Weiler asked for clarification on who the patrons are that constitute the voting membership of the library for election of trustees. Director Milligan said the residents of the library's chartered service area are considered the voting patrons, and it was agreed to include that definition in the bylaws.
 - After discussion regarding the annual meeting date for election of trustees and officers, it was agreed that the bylaws would not set forth a specific date but instead allow flexibility by stating the meeting will be held in the first quarter of a calendar year.
- *2016 Board Meeting Schedule:* Board meetings are generally held on the fourth Thursday of each month. Due to the days on which the Easter and Christmas holidays fall in 2016, it was agreed that the March meeting will be scheduled for March 31st instead of March 24th and the December meeting will be scheduled for December 15th instead of December 22nd. In anticipation of changes in the bylaws which currently require the annual meeting to be held on a date between February 1st and February 15th, the 2016 February meeting date will be held on February 25th. Ms. Tanner moved to accept the 2016 meeting schedule as amended, and Mr. Russell seconded. All approved, and the motion passed.

Director's Report (*Jen Milligan*):

- Manlius Library moved up in *Library Journal's* annual ratings from a 3-star library to a 4-star library. Many thanks to the staff, patrons, and community for working together to attain this achievement.
- The Annual Fund is on track. Donations in the first six weeks of the campaign have been excellent.

- The Centennial Celebration on October 17th was highly successful. Attendance was double that of a normal Saturday. State Senator John DeFrancisco presented the library with a proclamation as did a representative from State Assemblyman Stirpe's office. Patrons were excited and enthusiastic about the recent renovations.
- Assemblyman Stirpe visited Director Milligan on October 29th and toured the library. Assemblyman Stirpe as well as Senator DeFrancisco were very complimentary about all the library's updates.
- Overall use of the library from program attendance to wi-fi usage continues to increase. The response to Hoopla has been excellent.
- In early 2016, the library will move its banking activities from Key Bank to NBT Bank.
- The Book and Bake Sale raised \$4300, a significant increase from November 2014. Total book sale income for the year is up.
- Public Services Coordinator Claire Enkosky was named one of *CNY Business Journal's* **40 Under 40, Class of 2015**. Congratulations, Claire!
- President Steinberg said the Dean of Syracuse University's iSchool will be coming to the library to meet with Director Milligan and have a tour.

Finance Committee:

- *2016 Proposed Annual Budget:* Board members had received and reviewed the 2016 Proposed Annual Budget prior to the meeting. In Mr. Bottoni's absence, Director Milligan discussed the budget and fielded questions.
- Board members thanked the Finance Committee, Director Milligan, and library staff for preparing a well-articulated budget and for keeping the tax request from taxpayers at a 2% increase, the lowest increase in years. However, Director Milligan noted the 2016 tax cap is 0.73% so the board will have to vote on a resolution to override the tax cap.
- Mr. Russell moved to accept the 2016 Proposed Annual Budget, and Ms. Taborosi seconded. All members voted in favor, and the motion was approved.

Personnel Committee:

- In Mr. Schlote's absence, Director Milligan presented a proposed change to the library's *Employee Handbook* regarding pay for hourly library employees normally scheduled to work on Thanksgiving Eve and New Year's Eve when the library closes at 3 p.m. Mr. Weiler moved to approve the change to the Handbook, and Ms. Karpinski seconded. All approved, and the motion passed unanimously.

Old Business: None

New Business:

- *New Staff Appointment:* Ms. Karpinski moved for the board to approve the hiring and hourly wage rate of Library Page, Madalyn Milligan. Ms. Chimielewicz seconded, and the motion passed with all voting in favor.

There being no further business, Mr. Weiler moved to adjourn, and Ms. Tanner seconded. All approved, and the motion passed. President Steinberg adjourned the meeting at 7:01 p.m.

Respectfully Submitted,

Margot Baxter
Secretary