

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

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

Members Not Present: Mary Karpinski, Dick Schlote, Piri Taborosi, and Bob Weiler

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

President Steinberg called the meeting to order at 6:04 p.m.

President's Report (*Karen Steinberg*):

- President Steinberg sought consensus on whether the Board should continue its membership in the Library Trustees Association of New York at a cost of \$300/year. After discussion, board members agreed not to renew membership for 2016 and review the decision in a year.
- *November 19, 2015 Board Minutes:* There being no additions or corrections, Ms Chimielewicz made a motion to accept the minutes as written. Dr. Veeder-Civitello seconded, and the motion passed unanimously.

Treasurer's Report (*Mario Bottoni*):

- *October 2015 and November 2015 Treasurer's Reports:* Mr. Bottoni presented each month's financial reports. Looking toward year end, the library will come in on budget or slightly under budget for the year. Total income is better than budgeted, largely due to grant money received for the renovation project. Total expenses are on budget except for payroll which is under budget. Mr. Russell made a motion to accept the October 2015 *Treasurer's Report* which was seconded by Ms. Baxter. All voted in favor, and the motion passed. Mr. Russell moved to accept the November 2015 *Treasurer's Report*, and Dr. Veeder-Civitello seconded. The motion passed unanimously.

Director's Report (*Jennifer Milligan*):

- Attendance in general and at library programs and events is up for the year.
- PC usage is down but Wi-Fi usage is up 25% reflecting an increase in the number of patrons checking out library owned laptops for in-house use or working on their own devices.
- The Annual Fund is doing very well with approximately \$19,000 already donated. There was a question about how recipients of Annual Fund letters are determined? Director Milligan responded that the current mailing for the annual fund is sent to those who live in the 13104 zip code as well as those who have requested to receive the library newsletter. Anyone who has previously donated will also be included in mailings. Unfortunately, there is no mechanism for easily separating out people who are part of the library service area but do not live in the Manlius zip code.
- Director Milligan had meetings with Director Susan Considine of Fayetteville Free Library; Ms. Linda Napier, Director of FM Community Outreach and Food Pantry; and Superintendent of the FM School District, Dr. Craig Tice. All the meetings were positive and productive with much discussion on future collaborations. Ms. Milligan proposed starting a "Little Free Library" at the Food Pantry, and Ms. Napier will disseminate information about the library and its services to the pantry's clients and make sure they know they can register for a library card. Dr. Tice visited the library for a tour and was pleased to see the work spaces, resources, and programs available to students.
- Some of the new DVD shelving has been installed, but some was damaged from the vendor so will be returned for undamaged product. All the new LED lighting has been installed.

Planning Committee (*Karen Steinberg*):

- The Committee had their initial meeting to outline a strategic plan incorporating portions of the *Branding Platform* developed by the library's previous director. The Committee refined the goals enumerated in

the *Branding Platform* into four main goals. As a result of the work accomplished in the meeting, Director Milligan drafted a *Strategic Plan*, and the Committee will meet again to go over the draft in anticipation of presenting it to the full board in the near future.

Old Business:

- *Bylaws:* The draft revised bylaws were reviewed by board members prior to the meeting. A few questions on terminology used in the revision were clarified by President Steinberg and Director Milligan. A vote on the revised bylaws will be held at the January 2016 board meeting.

New Business:

- *Conflict of Interest Forms:* Director Milligan will bring COI forms to the January meeting for board members to sign.
- *Tax Cap Override Resolution:* In order to present the 2016 library budget to voters in May, the board must vote to override the tax cap imposed by New York State. The Manlius Library is seeking a 2% increase to its budget but the 2016 NYS tax cap is set at 0.73%. The following resolution was read into the record by Director Milligan:

“Whereas, the adoption of this 2016 budget for the Manlius Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

RESOLVED, that as required by state law at least sixty percent of the Board of Trustees of the Manlius Library voted and approved to exceed the tax levy limit for 2016 on December 17, 2015.”

Mr. Bottoni moved to approve the resolution which was seconded by Ms. Chimielewicz. With a 7-0 vote which constitutes greater than sixty percent of qualified board members, the resolution was adopted.

- Ms. Tanner reported on her conversation with a woman she met while visiting Kentucky who indicated that her local library subscribes to several online interactive education sites (such as teamtreehouse.com and lynda.com) which offer classes in technology, computer coding, web design, business, and other skills. Ms. Tanner wondered whether Manlius Library made similar technology-oriented sites available to patrons? Ms. Milligan said that Manlius Library subscribes to lynda.com but teamtreehouse.com would be a very expensive subscription.

There being no further business, a motion to adjourn was made by Mr. Russell and seconded by Mr. Bottoni. All voted in favor, and President Steinberg adjourned the meeting at 6:47 p.m.

Respectfully submitted,

Margot Baxter
Secretary