

***Manlius Library
2016 Annual Meeting
March 31, 2016***

Trustees Present: Margot Baxter, Mario Bottoni, Ginny Chimielewicz, Dick Schlote, Karen Steinberg, Piri Taborosi, Dee Tanner, Mary Veeder-Civitello

Trustees Not Present: Mary Karpinski, Ron Russell, Bob Weiler

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

Call to Order: President Steinberg called the meeting to order at 6:02 p.m. in the Conference Room of the Library.

President's Remarks (*Karen Steinberg*):

- ***Appreciation:*** President Steinberg thanked trustee Mary Karpinski in absentia for her many years of dedication and service to the Board and the Library. Ms. Karpinski has the distinction of being the longest serving trustee having filled out the remaining two years of a term of a former board member and thereafter being elected to three consecutive three-year terms. President Steinberg remarked on Mrs. Karpinski's 11 years of conscientious and tireless service on the board and her steadfast advocacy for libraries.
- ***Approval of 2015 Annual Meeting Minutes:*** There being no corrections or additions, President Steinberg asked for a motion to approve the 2015 Annual Meeting minutes. Mr. Schlote so moved, and Mr. Bottoni seconded the motion. All approved and the motion passed.

Nominating Committee (*Dick Schlote*):

- Mr. Schlote reported on behalf of the Committee that as a result of Ms. Karpinski's rotation off the board, there are still 10 trustees which falls within the parameters required under the Library's bylaws. No nominations of new trustees were made by the Committee or from the floor. The Committee recommended the following slate of officers for the year:

President: Karen Steinberg
Vice President: Ron Russell
Treasurer: Mario Bottoni
Secretary: Margot Baxter

Dr. Veeder-Civitello moved to accept the recommendations of the Nominating Committee, and the motion was seconded by Ms. Taborosi. The motion passed unanimously.

Approval of 2015 Manlius Library Annual Report to New York State (*Karen Steinberg*):

- The Library's annual report to New York State was approved by electronic vote of the Board on February 15, 2016. The report was submitted to the State on February 17, 2016.

There being no further business of the Annual Meeting, President Steinberg commenced the regularly scheduled March board meeting at 6:20 p.m.

***Manlius Library Board Meeting
Minutes
March 31, 2016***

President's Report (*Karen Steinberg*):

- ***January 28, 2016 Minutes:*** There being no additions or corrections, Mr. Bottoni made a motion to accept the minutes as written. Ms. Chimielewicz seconded, and the vote for approval was unanimous.
- President Steinberg asked Director Milligan to email an updated list of board meeting dates to all trustees and encouraged everyone to check the board calendar when scheduling vacations so as to miss the fewest possible meetings.

Treasurer's Report (Mario Bottoni):

- Mr. Bottoni reported revenue is down slightly due to a shortfall on book sales/fundraisers. However, the spring semi-annual book sale is April 1st, so it is expected that the shortfall will be eliminated. Payroll expenses and collection costs were not as great as budgeted but there will be a small increase in payroll, for example, during the summer when the library is busiest and seasonal staff are hired. Overall, the bottom line is healthy and on track with the budget. Ms. Taborosi made a motion to approve the February *Treasurer's Report* which was seconded by Mr. Schlote. All approved, and the motion passed.

Director's Report (Jennifer Milligan):

- A legislative lunch was held at the library on March 10th with the directors of the Lafayette and Tully libraries and Onondaga County Legislators Dave Knapp and Kevin Holmquist.
- The replacement carpeting is scheduled for the week of May 2nd. The library will be open several hours a day to allow patrons to pick up holds. Staff will be working during the week.
- An inventory of the Library's collection which began several months ago is nearly complete.
- Director Milligan circulated to the board a letter of appreciation she received from the CNY Chapter of the Izaak Walton League of America for the work the Library is doing with the *Young Naturalists* program. Manlius Library will be the primary site for this program in cooperation with SUNY-ESF, LeMoyne College, and Cornell Cooperative Extension.
- Manlius and Fayetteville libraries are working together on offering a series of chess programs for students, an adult summer reading program, and a "Community of Readers" group on Facebook for sharing books, having discussions, and posting reviews.
- STEM programming for children is being increased through collaborative efforts with *SciExcite* (a non-profit group founded by FM high school students), Chem4Kids, and the FMHS Science Honors Club.
- Manlius Library staff members have formed a team to support and participate in the *FM Relay for Life* on May 14th.
- Manlius Library and OCPL are working with Hancock Airport on a potential opportunity to promote digital services such as *Hoopla* and downloadable e-books and audio books as well as business-oriented databases to travelers.
- In collaboration with the FM Community Outreach Food Pantry, the Library has donated shelving and books to create a small "library" at the pantry. Books will be replenished through book donations given to Manlius Library or to FM Community Outreach. Clients may keep the books or bring them back and exchange them for others. The food pantry is also providing library card applications, book marks, and information about library services to clients.
- Director Milligan is looking into a service that would allow for self-publishing e-books and other digital collections of local interest.
- Dr. Tice, Superintendent of the FM Central School District, discussing his vision for the district, will be the featured speaker at the Library on April 18th.
- The Spring Book Sale is April 1st through 3rd.

Planning Committee (Karen Steinberg):

- *Strategic Plan*: Board members had previously reviewed and sent comments on the *Draft Strategic Plan* to President Steinberg and Director Milligan. There being no further suggestions or changes, Ms. Steinberg asked for a motion to approve the draft *Plan*. Ms. Tanner so moved and Ms. Chmielewicz seconded. The motion passed unanimously. President Steinberg congratulated Director Milligan for producing the *Plan* so expeditiously. She also expressed the Planning Committee's gratitude to the Library's former Director, Matt Delaney, for developing the *Branding Platform* which provided the framework for the new *Strategic Plan*.
- Based on approval of the *Strategic Plan*, President Steinberg asked Ms. Taborosi, Chair of the Fundraising Strategy Committee, to schedule a meeting in order to discuss potential fundraising activities based on the goals of the *Plan*.

Policy Committee (Margot Baxter):

- *Room Use Policy*: Modifications to the policy were previously circulated for review and comment. There being no further changes, Mr. Schlote made a motion to approve the revised *Room Use Policy* and Dr. Veeder-Civitello seconded. All voted affirmatively, and the motion passed.

Old Business:

- Director Milligan passed out Conflict of Interest forms to board members who had not yet received and signed a copy.

New Business:

- *New Staff Appointment:* Mr. Schlote moved for the board to approve the hiring and hourly wage rate of part-time Library Circulation Clerk, Sophia McKissick. Ms. Tanner seconded, and the motion passed with all voting in favor.

At 6:50 p.m. Dr. Veeder-Civitello had to depart the regular Board meeting.

At 6:52 p.m. the Board voted to enter into Executive Session to discuss a personnel matter and a lawsuit involving a neighboring library. Director Milligan joined the board for Executive Session.

At 7:15 the Board returned from Executive Session and concluded the business of the regular board meeting as follows:

Pat Infantine Scholarship (*Dee Tanner*):

- The Scholarship Committee met and selected the finalist for the scholarship. The presentation to the winner will be held at the regularly scheduled board meeting on May 26th. A reception will follow.

On behalf of the entire Board, Mr. Schlote recognized and thanked Director Milligan for all her hard work over the past 10 months.

There being no further business, Mr. Schlote moved to adjourn and Ms. Chimielewicz seconded. All approved, and President Steinberg adjourned the meeting at 7:22 p.m.

Respectfully submitted,

Margot Baxter
Secretary