

***Manlius Library Board Meeting
Minutes
January 28, 2016***

Members Present: Margot Baxter, Mario Bottoni, Dick Schlote, Piri Taborosi, Dee Tanner, Karen Steinberg, Mary Veeder-Civitello, and Bob Weiler

Members Not Present: Ginny Chimielewicz , Mary Karpinski, and Ron Russell

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):

- *December 17, 2015 Minutes:* There being no additions or corrections, Ms. Taborosi made a motion to accept the minutes as written. Dr. Veeder-Civitello seconded, and the motion passed unanimously.
- *Vote to Amend 2004 By-Laws:* In accordance with the 2004 *Manlius Library By-Laws*, the revised by-laws were “sent or delivered to each member of the Board thirty (30) days prior to the meeting” at which the vote will be taken. President Steinberg asked for further comments or discussion on the changes to the by-laws. With no further discussion, Mr. Weiler made a motion to approve the amended by-laws. The motion was seconded by Mr. Schlote. With a vote of 8-0, the revised by-laws were unanimously approved.
- *2016 Annual Meeting* will be held simultaneously with the regular March 31st board meeting.
- *Nominating Committee:* Chairperson, Dick Schlote said the Committee will meet in early March to prepare a slate of officers to be voted on at the annual meeting. There is the potential to add a new member to the board. Board member Mary Karpinski will be rotating off the board after 11 years of dedicated service.
- *2016 Board Meeting Dates:* Everyone received a copy of the 2016 monthly meeting schedule. The question was raised whether there is a need to hold a meeting in February. It was agreed not to hold a February meeting.

Treasurer's Report (Mario Bottoni):

- *Profit and Loss Budget Performance:* The P & L statements for December and for 2015 were reviewed. The finances are in good order. Ms. Baxter made a motion to approve the Treasurer's Report which was seconded by Dr. Veeder-Civitello. All voted in favor, and the motion passed unanimously.

Director's Report (Jen Milligan):

- Annual Fund has raised \$24,084 through mid-January 2016.
- The transitions from Paychex to ADP and from Key Bank to NBT Bank are progressing.
- Cafe Manager Pam Burrows retired on January 15th. Sherry Cooper will be taking over the manager position.
- Proposals for audit services were accepted, and the library's accounts will be transitioned to the firm of Cuomo, Winters & Schmidt.
- Carpeting will be replaced throughout the library, with the exception of the children's area, during the week of May 2nd. The library will be closed for the week.
- The Outreach Committee held their first meeting; plan development is underway.
- Proposals were submitted to Syracuse University students for refreshing children's technology and to the FM High School (through the Manlius Chamber of Commerce) to develop online “how-to” technology videos for the library.
- Cross promotional programs with the Cazenovia and Chittenango libraries continues.
- Wi-fi usage continues to increase as more patrons are checking out library-owned devices for use in the library or using their own devices. Programs and program attendance in all areas has grown as well as notary services and volunteer hours. Traffic to the library's website and social media postings continues to increase.

Planning Committee (Karen Steinberg):

- *Strategic Plan:* The Committee used the Brand Platform as the basis for developing the draft Strategic Plan. Director Milligan explained the Committee's process in developing the Plan and how the goals and action steps were determined. The Plan was approved by the Committee and released to the board for approval. President Steinberg indicated that, by the end of February, all board members should read the Strategic Plan. Any comments, questions, and input should be emailed to all board members and Director Milligan to ensure there is discussion prior to the next board meeting. This will also give the Committee time to incorporate any changes before presenting it to the board for a vote at the March 31st meeting.

Policy Committee (Margot Baxter):

- *Laptop Policy:* The board reviewed modifications to the *Laptop In-House Circulation Policy*. Based on minor changes suggested by Bob Weiler to the "Liability and Fines" section, Mr. Bottoni moved to accept the policy with the changes, and Ms. Taborisi seconded. All voted in favor, and the motion passed unanimously.

Old Business:

- *Conflict of Interest Forms:* Director Milligan handed out COI forms to board members who signed and returned them to her in accordance with the Library by-laws.

New Business:

- *New Staff Appointment:* Dick Schloted moved for the board to approve the hiring and hourly wage rate of Library Page Catherine Ostrander. Ms. Tanner seconded, and the motion passed with all voting in favor.
- *Patricia Infantine Scholarship:* Ms. Tanner indicated that Dr. Veeder-Civitello and Ms. Heather Nelepovitz from the library staff will be on the committee this year. The FM Schools have set the application deadline for February 24th. Presentation of the award will be made at the May board meeting with a reception to follow.

There being no further business, Mr. Weiler made a motion to adjourn which was seconded by Dr. Veeder-Civitello. All approved, and President Steinberg adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Margot Baxter
Secretary