

Manlius Library Board of Trustees
Meeting Minutes
January 9, 2014

Board Members Present: Ginny Chmielewicz, Lynette Jozefczyk, Mary Karpinski, Sue Padjen, Sal Pavone, Dick Schlote, Karen Steinberg, Dee Tanner, and Mary Veeder-Civitello

Board Members Not Present: David Ayoub and Bob Weiler

Also Present: Library Director, Matt DeLaney and Deputy Director, Dave D’Ambrosio

There being a quorum present, Board President Sue Padjen called the meeting to order at 6:05 p.m.

President’s Report: (*Sue Padjen*) In reviewing the minutes, a question arose as to whether full names, rather than the current practice of only first names, should be included in the body of the minutes. The board agreed on the use of full names. Mary Karpinski asked about posting the minutes on the library’s website, and Karen Steinberg suggested providing a link on the website to the minutes. Because the new website is still in development, Director DeLaney requested time to decide how best to post the minutes.

Karen Steinberg moved to accept the minutes of the December 12, 2013 meeting as written. Mary Veeder-Civitello seconded, and the motion passed.

Treasurer’s Report: (*Dick Schlote*) The 2013 year-end surplus was applied to computer purchases slated for acquisition in 2014. Therefore, the line item amount in the 2014 Approved Budget for *Computer Equipment* was adjusted downward to reflect the purchases. Other adjustments to the expense side of the budget were in the areas of *Salaries, Communications, Publicity, Programming, Circulation, and Debt Service*, which were all revised upward. *Collections, Utilities, and Building Reserve* were revised downward. Adjustments to the Revenue side were made in *NY State Grant, Fines/ Fees, and Book/Copier*.

A motion was made by Mary Karpinski to accept the Treasurer’s report. Ginny Chmielewicz seconded, and the motion passed.

Director’s Report: (*Matt DeLaney*) Graphs prepared by Pat Ruggeri are detailed and informative in comparing data and showing trends (see attached graph handout). The new staff organizational structure has been implemented. The next steps are to:

- define and distinguish the responsibilities of clerks and librarians
- change points of service: all librarians will rotate through shifts in the “new” reference area;
- only clerks will staff the front circulation desk (although librarians will be available to cover lunch shifts or as back-up)
- work with the circulation supervisor to develop a consistent clerk schedule at front desk
- arrange the reference area so librarians can best assist the public with computers, databases,
- technology questions, traditional reference, job assistance, etc.
- make the transition to handling the daily delivery in the back office rather than at the front desk

Upcoming goals after transition:

- establish an orientation program for new employees
- develop job descriptions

- institute a Building Committee to develop space usage plan
- create a Collection Development Committee

Other updates:

- Matt DeLaney was elected to the Board of Directors of the Greater Manlius Chamber of Commerce and will serve on the Events Committee. Adult Services Librarian Tibbi Angelastro is on the Chamber's Buy Local Committee.
- On February 5th, the Manlius Library will host a Chamber breakfast from 7:30 a.m. to 9 a.m. Director DeLaney will give a short presentation. Dee Tanner asked whether library board members should attend the Chamber breakfast, and Director DeLaney encouraged library board members to do so. Board members should let him know if they plan to be present.
- The library's technology upgrade has begun. Time Warner Business Class for high speed internet has been installed.

New Business:

- Digital Librarian Emily Lunceford presented the library's new website and explained various aspects of the new design. Board members asked questions and made some suggestions to improve the site.
- Out-of-System Borrowers: Manlius Library has postponed implementation of the program based on OCPL's decision to postpone until January 15th. However, Director DeLaney doesn't expect a resolution in January and surmises it will be tabled and ultimately not implemented. The situation creates problems system-wide, particularly with NOPL libraries already having gone forward with the charge to out-of-system borrowers.

Director DeLaney recommended continuing to postpone until OCPL comes to a decision. The Manlius Library can then make a decision based on possible new guidelines. However, if OCPL determines not to proceed, Manlius probably should not go forward either.

Because the policy was voted on and approved by the Library Board, a resolution to postpone the implementation of the Out-of-System Borrower policy is required. Dee Tanner moved for the adoption of a resolution to postpone the policy until further notice. Mary Veeder-Civitello seconded, and all approved.

Finance Committee: As a result of adjustments to the 2014 Approved Budget noted in the December Treasurer's report, Karen Steinberg moved for the adoption of a resolution to make the appropriate changes to the budget and for approval of the 2014 Revised Budget. Dick Schlote seconded, and all approved.

Nominating Committee: The Committee met with two people interested in becoming board members. Sal Pavone reported that both candidates have strong but different backgrounds. Candidate 1 is very interested in doing fundraising, if selected to become a board member. Candidate 2 has substantial experience in business and in the financial operations of not-for-profit organizations. Committee members believe that both candidates would be assets to the board. At the annual meeting in February, their names will be included on the slate that will be presented for voting. Public notice of the annual meeting will be posted on January 10, 2014. Karen Steinberg will be in attendance at the meeting via Skype.

There was a brief discussion of board committees for 2014-2015 and orientation materials for new and current board members. Mary Karpinski suggested including a copy of the Handbook for Library

Trustees of New York State published by the Library Trustees Association of New York State and the New York State Department of Education. Director DeLaney will obtain copies for all board members.

Old Business:

- Commemorative Tile update: Kick-off is January 19th from noon to 5 p.m. at Feats of Clay. Board members should stop by during that time period. Lynette Jozefczyk hasn't gotten any feedback about who is planning to attend, despite all the promotional material that exists at the library and at Feats of Clay. As with most new events, there is a learning curve, and it will be a fundraiser that builds on itself. Mary Karpinski suggested the library's 100th Anniversary in 2015 could be a great opportunity to help develop momentum.
- Annual Fund: \$23,500 has been donated as of January 9, 2014. Matt thanked all the board members who contributed.
- Pat Infantine Scholarship: Dee Tanner asked whether any applications have been submitted. Sue Padjen said that so far none have been received, but it's still early in the process.

There being no further business, Mary Karpinski made a motion to adjourn. Sal Pavone seconded. All approved, President Padjen adjourned the meeting at 7:42 p.m.

Respectfully submitted,

Margot Baxter
Recorder