

***Manlius Library Board of Trustees
Meeting Minutes
October 9, 2014***

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

Members Absent: Mary Karpinski, Laura Pierie, and Bob Weiler

Also Present: Library Director, Matt DeLaney

President Steinberg called the meeting to order at 6:05 p.m.

Director DeLaney introduced Circulation Clerk, Kristen Burrows, who spoke to the Board about the responsibilities of her position and how much she enjoys working with library patrons.

President's Report (*Karen Steinberg*):

- September 11, 2014 minutes: There being no additions or corrections, Mr. Russell made a motion to accept the minutes as written. Mr. Bottoni seconded, all were in favor, and the motion passed unanimously.

Treasurer's Report (*Mario Bottoni*):

- On the Balance Sheet, Mr. Bottoni noted that the library's fixed assets are sizeable. Mr. Russell asked whether the fixed assets inventory would be completed by year end, and Mr. Bottoni responded that it would.
- There was discussion regarding the line item "Board Designated Building and Repair." Mr. Bottoni suggested decreasing the amount in the "Board Designated Building and Repair" to \$179,543.68 in order to match the amount in the library's "Project Account" at NBT Bank. Ron Russell so moved, Mary Veeder-Civitello seconded, and the motion passed unanimously.
- The Board reviewed the Debt Service Schedule and the Profit & Loss statements.
- Mr. Schlote moved to accept the Treasurer's Report. Dr. Veeder-Civitello seconded, all were in favor, and the motion passed unanimously.

Director's Report (*Matt DeLaney*):

- The Staff Development Day on Oct. 3rd was very successful. In addition to team building exercises, the three main programs focused on customer service, conflict resolution, and eBook resources available at Manlius.
- In August, the Central Library named Susan Mitchell as its new Executive Director. She has been busy working on Central's consolidation project so hasn't spent much time with member libraries yet.

Planning Committee (*Karen Steinberg*):

- President Steinberg and Director DeLaney told the Board that development of the library's Strategic Plan will come after completion of the Brand Platform. They have just finished a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) and are currently working on a needs assessment. This will include talking with patrons as well as community members who do not use the library to determine trends as well as where the "gaps" are between current conditions and desired conditions. When all information for the Brand Platform has been

gathered, it will be published and serve as a guide for the staff and the board. The Committee will then focus on long-term planning.

Policies Committee (Karen Steinberg):

- The Board reviewed the draft of the **Policy on Public Posting**. After discussion, two minor changes were suggested to the following sentence:
“Community information may only be posted in designated areas and must be approved for posting or sharing by **designated** library staff. Approval will be based upon ~~the provision of~~ this policy and will not be based upon the viewpoint, beliefs, or affiliations of the group or the viewpoints expressed in the materials.”
- Mario Bottonio made a motion to approve the **Policy on Public Posting** with the two noted changes. Dee Tanner seconded the motion, and all approved. The motion passed.

Fundraising Committee (Ginny Chimielewicz):

- Mrs. Chimielewicz reported on the Centennial Celebration. She noted that there is a written history of the library which she has read. She asked Director DeLaney to mail a copy to all board members.
- Mrs. Chimielewicz and Ms. Pierie are tentatively planning the Celebration for early fall of 2015. They would like to combine a program educating the public about the history and future of the library with a fund-raising event. Ideas for possible fund-raisers as well as some concerns were discussed. Most board members would like to have a “family-friendly” event.

New Business:

- Chase Paymentech bank account: Mary Veeder-Civitello made a motion to remove former library director Patricia Infantine’s name from the library’s Chase Paymentech account and to add the name of Matthew DeLaney as signer and primary account manager. Ron Russell seconded the motion, and the motion passed unanimously.

At 6:55 p.m. President Steinberg left the meeting for another commitment. Vice President Tanner conducted the remainder of the meeting.

Old Business:

- **Patron Code of Conduct** policy: The changes to the policy that were recommended at the September 2014 board meeting have been made. Mr. Bottoni moved to accept the policy, and Mr. Russell seconded. The policy was unanimously approved.

There being no further business, Mr. Schlote moved to adjourn, and Mr. Russell seconded. Everyone agreed, and Vice President Tanner adjourned the meeting at 7 p.m.

Respectfully submitted,

Margot Baxter
Recorder

The next meeting of the Board will take place on November 13, 2014 at 6:00 p.m.