

**Manlius Library Board of Trustees**  
**Meeting Minutes**  
**November 13, 2014**

**Members Present:** Mario Bottoni, Ginny Chmielewicz, Laura Pierie, Ron Russell, Karen Steinberg, Dee Tanner, Mary Veeder-Civitello, and Bob Weiler

**Members Not Present:** Mary Karpinski and Dick Schlote

**Also Present:** Director Matt DeLaney

Director DeLaney introduced Marcia Short, Circulation Manager and Office Manager, who spoke about her responsibilities including supervision and training of the circulation clerks and library pages. In addition to the day-to-day duties of Office Manager, Marcia oversees the general maintenance of the library building. There was a brief discussion with the board regarding future plans for building maintenance.

President Steinberg called the meeting to order at 6:15 p.m.

**President's Report** (*Karen Steinberg*):

- President Steinberg spoke about the process for electing officers at the annual meeting in February. She asked that any board member interested in becoming an officer or stepping down as an officer let Dick Schlote (Nominating Committee chairperson) or her know. The Nominating Committee will have to meet by early January so the agenda can be set for the annual meeting.
- Ms. Steinberg noted that the library's by-laws allow for no less than 9 and no more than 15 board members. The Executive Committee recommends the board remain at its current number of 10 members, and this was supported in a conversation Ms. Steinberg had with Jerry Nichols, author of the *Handbook for Library Trustees of New York State*.
- There being no additions or corrections to the minutes of the October 9, 2014 board meeting, Mr. Russell moved to accept the minutes as written. Ms. Tanner seconded, and the minutes were approved unanimously.

**Treasurer's Report** (*Mario Bottoni*):

- The Profit and Loss statements show that the library is expected to come in on budget in 2014. The Budget vs. Actual Profit and Loss statement through October 2014 indicates the library is currently ahead on income and under on expenses.
- Bonds: Mr. Bottoni reported that the library has a number of bonds with different maturity dates and an average interest rate of 4.5%. Mr. Bottoni has spoken with several banks, and there may be potential savings to the library if the bonds are renegotiated and the debt is refinanced with a regular mortgage. He is checking to see if there are redemption fees or other penalties to determine whether refinancing would be a responsible financial option for the library.

**Director's Report** (*Matt DeLaney*):

- Director DeLaney explained the creation of the "Junior Game Designers Guild" which is a collaboration begun by Youth Services Librarian Heather Nelepovitz and Syracuse University iSchool Professor Scott Nicholson, an expert in gaming. The Guild is an opportunity for kids who have an interest in game design to create and test games and connect with community groups who can use these games to have a positive impact on their constituents. This collaboration will

allow Professor Nicholson to gather data for his research, and the library will become a resource for gaming services and the creation of new and engaging library programs.

- Mrs. Tanner inquired about the decrease in the number of children's programs in 2014 compared to 2013. Director DeLaney replied that there has been a focus on reducing the number of sessions of particular programs but increasing the attendance in each session (e.g., Instead of 5 summer sessions of Young Scientists with 4 - 5 kids in each session, there would be 3 sessions with 8 – 10 kids.) President Steinberg commented that many of the 2014 circulation and program numbers are lower but noted that overall library use has increased, so the numbers in the report may not be a true reflection of activities and services going on in the library.

**Planning Committee** (*Karen Steinberg*):

- The Committee created a general services and priorities questionnaire to help the committee focus the branding initiative. Patrons can fill out the survey online at the library's website or complete a paper copy at the library. As part of the priorities assessment, President Steinberg and Director DeLaney met with the Manlius Senior Centre director and the chief of the Manlius Fire Department for their input on what they think the library needs and how the library could better serve their organizations and the community. In the next week they will meet with the Manlius police chief, a representative of the FM school district, The Village of Manlius mayor, and a representative of the Town of Manlius board for their ideas. President Steinberg reported that the top priority so far is a request for more technology enabled conference rooms.

**Finance Committee** (*Mario Bottoni*):

- Mr. Bottoni presented a draft budget for 2015. The goal of the 2015 budget was to minimize the increase to the tax levy while also meeting the updated operating costs of the library.
- The biggest priority in 2015 is making certain all the library's service points (the main circulation desk, the adult reference desk, and the youth services desk) are adequately staffed every hour the library is open. Presently, the adult reference desk is significantly understaffed and staffing at the main circulation desk is often stretched thin with librarians stepping in to cover clerk duties. To address this issue will require hiring 2 part-time circulation clerks and instituting a new staffing model which requires increasing total staff hours from 608 to 657, directly resulting in better service point coverage. The new modular model will create standardized staffing of 3 four hour shifts (9 am – 1 pm; 1 pm – 5 pm; 5 pm – 9 pm). Staff members will be scheduled to work 1 or 2 shifts per day depending on the number of hours per week they work. (Under the current staffing schedule, some staff members work 3 hours a day, others 10 hours.) With standardized staffing, the minimum hours worked per day for a staff member will be 4 and the maximum will be 8.
- Building Reserve: This reserve is set aside for capital expenditures and is currently funded at \$199,000. In order to keep the tax levy increase to a minimum, the Committee recommends maintaining the reserve at its current amount for 2015. Doing so will result in a budget with a tax levy increase of 3.3%, which is less than 2014's increase of 4.9%
- Other line items: The Collections budget will remain same, the Program budget will decrease from \$16,000 to \$15,000, and the Technology budget will decrease due to major upgrades to the library's technology in 2014.
- The average tax increase requested by Onondaga County libraries in 2014 was 6.4%. Manlius Library is keeping well below the average.
- President Steinberg requested board members review the budget over the next month and ask for clarification if necessary, because the board will vote on the proposed budget at the December meeting. Mr. Russell commented that the finance committee was thoughtful in their preparation of the budget with an eye to being reasonable but also responsible.

**Old Business:**

- Centennial Celebration: President Steinberg reported that it was decided not to have an evening cocktail party fund-raiser. Instead, the library will adopt a theme and have an on-going celebration carrying out the theme within the library and the library's activities. This will be a continual reminder to the public of the library's 100<sup>th</sup> birthday. A "tag-line" for the celebration needs to be created. The Centennial Committee needs more members and should include board members, library staff, and volunteers from the community. It was suggested that, if willing, David D'Ambrosio be one of the staff members. Mrs. Tanner, Mrs. Chmielewicz, and Dr. Veeder-Civitello volunteered to join the committee.

**New Business:**

- Pat Infantine Scholarship: The funding of this will be approved in December as part of the 2015 proposed budget.
- Social Media Policy: A draft of the Social Media Policy was reviewed by President Steinberg and Dr. Veeder-Civitello. Both had concerns about the legalities of some aspects of the policy. President Steinberg has asked Mr. Weiler to look over the policy from a legal standpoint.

There being no further business, Dr. Veeder-Civitello moved to adjourn, and Mr. Weiler seconded. All approved, and President Steinberg adjourned the meeting at 7:29 p.m.

Respectfully submitted,

Margot Baxter  
Recorder

***The next meeting of the Board will take place on December 11, 2014 at 6:00 p.m.***