

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

**Board Members Present:** Ginny Chmielewicz, Mary Karpinski, Sal Pavone, Laura Pierie, Ronald Russell, Dick Schlote, Karen Steinberg, Dee Tanner, Mary Veeder-Civitello, Bob Weiler

**Board Members Not Present:** David Ayoub

**Also Present:** Library Director, Matt DeLaney

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

**President's Report:**

Karen thanked all board members for submitting bios to the rest of the board. Karen and Matt would like to plan an event to introduce staff members and Board members. Mary Karpinsky suggested that staff wear name tags.

An overview of Board committees followed. Current committees outlined in Manlius Library bylaws include Executive Committee, Nominating Committee (Sal Pavone), Finance Committee (David Ayoub, Sal Pavone, Dick Schlote, Karen Steinberg), Personnel Committee (Dick Schlote, Dee Tanner), Public Relations Committee, Fundraising Committee, Planning Committee, and Building Committee. Bob Weiler inquired about a Technology Committee and K. Steinberg explained that this has fallen under the purview of the Planning Committee.

K. Steinberg appointed an Executive committee to be available outside of regular board meetings to discuss and help frame issues that are not yet ready for full board deliberation. This committee is not required to meet any minimum number of times, and generally will not make decisions on behalf of the board. The Executive Committee will only make executive decisions in the rare instance that a decision is of such urgency that it cannot wait for the Board to convene. The Executive Committee includes Dee Tanner, Dick Schlote, Sal Pavone, Karen Steinberg, and Matt DeLaney.

As Board President, K. Steinberg would like all trustees to volunteer for a committee. Board members volunteered for one or more Board committees during the meeting. K. Steinberg will collect more input via email and assign committees on or before the next Board meeting.

Board members are asked not to assign work directly to staff members, but rather communicate with Library Director when assistance on a project is needed so that he can coordinate work assignments with staff.

K. Steinberg would like to keep upcoming Board meetings to one hour. Board members are expected to review and prepare any questions about Director's report in advance of the Board meeting. M. DeLaney will use time at the Board meeting to answer any questions and discuss any items not included in the Director's report. He will not review information covered in the report except to go into further detail as requested.

Sal Pavone moved to accept the minutes of the January 9, 2013 meeting as written. Mary Karpinsky seconded, and the motion passed.

**Treasurer's Report:** (*Dick Schlote*) Dick Schlote submitted the Treasurer's report. Bob Weiler asked whether the salaries represented one or two months and M. DeLaney answered two months and confirmed that at this point we are on course to come in at or below budget for 2014. Several members found the format difficult to understand and lacking in information pertaining to timing of expenditures throughout year. Some suggestions included offering a calendar version of the budget with expenses broken down by month. Another suggestion was to annualize each line item so that the budget to actual would more accurately reflect targets. Ron Russell offered to work with M. DeLaney on creating a more accessible and easy to understand format for forthcoming Treasurer's reports.

A motion was made by Bob Weiler to accept the Treasurer's report. Mary Veeder-Civitello seconded, and the motion passed.

**Director's Report:** (*Matt DeLaney*) M. Karpinsky shared that she appreciates the new, more in-depth statistical summary provided on the Director's report and asked if M. DeLaney would provide an explanation of some of the items.

**Holds Placed** – these are items placed on hold to be picked up at the Manlius Library. This has been included in order to identify trends or patterns going forward.

**Digital Downloads** – include all combined ebook and audiobook downloads from our two digital platforms, 3m and OverDrive. Does not include access to databases.

**Library Visits** – This only includes traffic through the front door, but the library recently purchased a backdoor counter to provide a more accurate number.

**Wireless Internet Usage** – unique connections from the wireless devices from the public. Staff have a dedicated wireless connection, separate from public usage.

**PC Sessions** – The number of unique patron sessions on the public computers in our adult and teen area. Currently, we do not have the capability to capture statistics on computer usage in the children's area, but the library is soon installing software to capture that information.

**Website Traffic** – number of unique hits to manliuslibrary.com. This number counts as a unique hit every time a web browser opens from a computer in the library, because our website is set as the homepage on every computer. This can be filtered out, but requires some setup that we haven't implemented yet. K. Steinberg suggested that this number isn't very telling. DeLaney said that we capture much more than just unique hits to the site, but for the purposes of the Director's report, it is a simple way of monitoring website activity over time.

The Chamber of Commerce event "Breakfast Before Hours" scheduled at Manlius Library in February was rescheduled for Tuesday, April 1 from 7:30-9. Refreshments will be served and M. DeLaney will deliver a presentation. All Board members are invited to attend. Please RSVP if you plan to attend.

**Pat Infantine Scholarship** (*D. Tanner*) Dee Tanner is the chair of the Pat Infantine Scholarship committee. Serving also on the committee are Laura Pierie, Mary Veeder-Civitello, and Dave D'Ambrosio. A packet was prepared for each committee member and next steps are to coordinate a date for the awards ceremony and review and select a winner. 12 applications were received at the school and two were received at the library. Bob Weiler pointed out that students do not know which scholarship they are getting until they are presented at school; therefore, we cannot do a presentation at the library or publicize our scholarship until after the High School's award assembly.

**Old Business** (*M. DeLaney*) Manlius Library will continue to postpone a decision on implementing the Out-of-system borrower policy until after OCPL has made a decision on implementation. A workgroup was created by OCPL to further investigate the policy and will report to OCPL at the next OCPL Board meeting.

**New Business:**

**Annual Report to the State.** Libraries are required to submit this annual report to the state. Manlius Library submitted it and DeLaney requests that the Board retroactively approve the report, as mandated by the state. M. DeLaney will distribute to the Board and will call for a vote of approval at April Board meeting.

**2014 Priorities**

1. Update Bylaws - M. DeLaney will meet with S. Pavone and R. Weiler prior to April Board meeting and report back to Board with a deadline.
2. Strategic Plan - After planning committee is formed, will discuss goals and report back to Board.
3. Policies - Developing library policies are one of the most important responsibilities of the Board. The Manlius Library currently has only a few policies that have been adopted by the Board and are in need of developing more. Margot Baxter is currently conducting a policies audit and M. DeLaney will report to the Board on this at the April Board meeting.
4. Director evaluation - Another important Board priority is regular evaluation of the Director. M. DeLaney will work with the Personnel Committee on this project. A conversation ensued about evaluations for the rest of the staff. M. DeLaney will work with Personnel committee as well as R. Russell, as needed, to assist with development job descriptions, performance evaluations, and a policy regarding pay raises.

M. DeLaney would like to include a picture and short biography of all Board members on the Manlius Library website. Board members will either submit a picture or schedule an appointment to have their picture taken prior to April Board meeting. DeLaney will share a short bio of himself as an example of what is Board members are expected to submit for publishing on the website.

As required by state education law, Boards are responsible for appointing new employees. M. Karpinski moved to retroactively appoint Ashley Jandolenko and Rebecca Langtry-Pierce to part-time circulation clerk positions at the Manlius Library. R. Russell seconded and all approved.

**Technology Support for Board Members** (*Karen Steinberg*) K. Steinberg took this time to remind all Board members that the library offers classes and one-on-one sessions on a wide range of technology assistance topics. She recommended that Board members contact M. DeLaney or Emily Lunceford, the library's Digital Technology Librarian, to schedule an appointment.

There being no further business, Dee Tanner made a motion to adjourn. Dick Schlote seconded. All approved, President Steinberg adjourned the meeting at 7:15 p.m.

Respectfully submitted,

Matt DeLaney