

***Manlius Library Board of Trustees Meeting
Minutes
April 28, 2016***

Members Present: Margot Baxter, Ginny Chimielewicz , Ron Russell, Dick Schlote, Piri Taborosi, Dee Tanner, Karen Steinberg, Mary Veeder-Civitello, and Bob Weiler

Not Present: Mario Bottoni

Also Present: Library Director Jen Milligan and Business Manager Kerstin Spina

President Steinberg called the meeting called to order at 6:03 p.m.

President's Report (*Karen Steinberg*):

- *2016 Annual Meeting Minutes and March 31, Meeting Minutes:* There being no additions or corrections, Ms. Taborosi made a motion to accept the minutes of both meetings as written. Mr. Schlote seconded, and the motion passed unanimously.

Treasurer's Report: (*Jen Milligan*):

In Mr. Bottoni's absence, Director Milligan presented the Treasurer's Report for March 2016.

- *Salary and Benefits* expenses have been consistently under budget but due to extra summer staff, transition of the Youth Services Librarian, and mid-year salary reviews, this expense will come more in line with the budget over the next few months.
- *Public Relations and Postage* will exceed budget due to the cost of the "Did You Know?" joint mailing with Fayetteville Free Library.
- *Programming* expenses are high this month due to purchases of materials for the summer reading program. This will adjust back to normal over the next few months.
- Overruns in these areas of the budget will be offset in areas which are under budget.
- Total *Net Income* is ahead of plan.
- In response to a question from Ms. Tanner, Ms. Milligan noted that with the increase in check-outs of downloadable items which don't incur overdue fines, income from *Fines and Fees* is lower than expected.
- Mr. Russell moved to approve the Treasurer's Report as presented, and Ms. Taborosi seconded. All approved and the motion passed unanimously.

Director's Report (*Jen Milligan*):

- Circulation numbers and library visits continue to be strong and steady.
- Adult Program attendance increased over March 2015 and is up overall YTD as is Youth program attendance.
- There is a slight decrease in PC usage but a substantial increase in WiFi usage compared to March 2015.
- *Hoopla* use continues to increase monthly. Patrons have responded very positively to the addition of this digital media service.
- *Ancestry.com* searches showed a significant increase.
- A legislative lunch with the directors of the LaFayette and Tully libraries and Onondaga County legislators Dave Knapp and Kevin Holmquist was held at Manlius Library on March 10th. The *Consensus CNY Report* was discussed and the legislators noted the *Report* acknowledges that public libraries already engage in the desired cooperative behavior.
- Development of joint programming to occur in the summer and fall with Fayetteville Free Library is ongoing.
- The "Library" at the *FM Food Pantry* is up and running. It includes applications for library cards, copies of the Manlius Library newsletter, bookmarks, and other library-related items.

- Staff of the library has formed a team to participate in the *FM Relay for Life* on May 14th. The library's tent will have a number of activities throughout the day which will promote the library while raising money for the American Cancer Society.
- NASA is providing free materials for giveaways at the astronomy program which will be featured at the library's *Relay for Life* tent. NASA also has donated materials to the library for a space-themed bulletin board for the children's area and will continue to update their materials every 6-8 weeks.
- The April Book Sale resulted in \$3,616.75 in sales. This income will be reflected in the April *Treasurer's Report*.
- The Board thanked Director Milligan for the *Strategic Plan Quarterly Status Report* she prepared. It was an excellent and concise document.

Scholarship Committee (*Dee Tanner*):

- Ms. Tanner announced the scholarship winner to the board. She noted that all the applicants were active in the work of the library either as a volunteer or library page. The Committee was impressed by the number of excellent candidates who applied. Ms. Tanner said the essays written as part of the application process were impressive, and it was wonderful to read all the positive views the teens have about the library.

After reviewing applications and interviewing candidates, the Committee was able to select a winner who will be presented with the scholarship at the May 26th board meeting. Patricia Infantine, for whom the scholarship was named, will attend. This is the third year the scholarship has been awarded. The scholarship is funded for two more years.

Fundraising Strategy Committee (*Piri Taborosi*):

- The Committee assessed fundraising needs based on the current status of the *Strategic Plan*. It was decided not to hold a fundraiser for the sake of having a fundraiser. It was recognized that the Library did not want to continually ask the community for financial support through fundraising activities. The library's needs are currently being supported by the community through the budget and the annual fund drive, and by Manlius Library administration seeking grants to fund projects. Based on the goals of the *Strategic Plan*, if a targeted need arises, consideration will be made regarding raising funds to finance the specified goal.

Old Business:

- There was no old business.

New Business:

- Director Milligan reported that about 30 resumes were reviewed for the Youth Services Librarian position and four candidates were interviewed. Lorie Finger, Chief Librarian for Children's Services at Jervis Public Library in Rome, NY for 24 years has been offered the position. Mr. Schlote made a motion which was seconded by Dr. Veeder-Civitello to approve the hiring and salary of Ms. Finger. All approved, and the motion passed unanimously. Ms. Finger's employment will start June 20th in advance of the summer reading program. She will have time to transition into the position with the assistance of the current Youth Services Librarian, Heather Nelepovitz, whose employment concludes on June 30th.

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 6:48 p.m.

Respectfully submitted,

Margot Baxter
Secretary