

**Manlius Library Board of Trustees**  
**Meeting Minutes**  
**May 8, 2014**

**Board Members Present:** Ginny Chmielewicz, Mary Karpinski, Sal Pavone, Laura Pierie, Ron Russell (arrived at 6:30 p.m.), Karen Steinberg, Dee Tanner, and Bob Weiler,

**Board Members Not Present:** David Ayoub, Dick Schlote, and Mary Veeder-Civitello

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

There being a quorum present, Board President Karen Steinberg called the meeting to order at 6:09 p.m.

**President's Report** (*Karen Steinberg*): In reviewing the minutes from the March, 2014 meeting, Mary Karpinski noted that her last name was misspelled in two places (corrected). There being no other changes or additions, Sal Pavone made a motion to approve the minutes as corrected, and Ginny Chmielewicz seconded the motion. All approved and the motion passed.

Mary Karpinski asked whether the library should have a link to the Board minutes on the library's website. It was agreed that the minutes should be posted on the website which will provide transparency and give the community insight into what is happening at the board level. President Steinberg proposed that the number of "visits" to the minutes be tracked for the remainder of the year.

President Steinberg announced that Sal Pavone will be resigning from the board as of July 1, 2014. The Nominating Committee will meet to identify candidates to fill out his term.

**Treasurer's Report:** Due to the absence of both the Treasurer and Treasurer's Assistant, the Board cannot officially adopt the Treasurer's Report. However, President Steinberg asked whether there were any questions regarding the report. Director DeLaney noted that Salaries are a little under budget and Benefits are a little higher than budgeted. Being under budget in Salaries will allow for the hiring of one full-time clerk and one part-time clerk for the summer to support the Summer Reading Program which is the largest and busiest in Onondaga County.

The annual vote on the library budget is May 20<sup>th</sup>, and President Steinberg highlighted the differences in the budget requests between the Manlius Library and the Fayetteville Library as presented in the FM Schools newsletter. Manlius is requesting a 4.9% increase and Fayetteville is requesting a 7.5% increase.

**Directors Report** (*Matt DeLaney*): Many changes are taking place in the human resource process. Staff members have been busy writing job descriptions and working on self-evaluations. This is the first time the staff has experienced a formal evaluation and review process, and it is causing some stress. Under the reorganized library management structure, the new supervisors, who are now managing their colleagues, are learning to adapt to the supervisory process; however, everyone is adjusting to the current model at a different pace and in varying ways. Change can be difficult, and the staff is experiencing some "growing pains." The Board voiced their support for the new changes and all the efforts of the Director in bringing about a more professional evaluation process.

Proceeds from the semi-annual book sale, held on April 26, 2014, were \$3500.

The library will be celebrating the 75<sup>th</sup> anniversary of the *Wizard of Oz* movie on May 15<sup>th</sup> with programs, costumed staff, raffle baskets, and an art display.

Director DeLaney announced the retirement, effective June 30<sup>th</sup>, of Trish Paparone, the library's Program Director for 12 years. He remarked on the number and diversity of programs she has created and developed over the years and how her work has affected and influenced almost everything that takes place in the library. Advertising for the position will be posted as soon as possible so that Ms. Paparone can meet and help transition the new Program Director.

Mary Karpinski noted all the new programs appearing in the library newsletter and the increasing number of attendees at library programs, especially in the children's area which so far in 2014 has exceeded 2013 levels.

**Bylaws Committee** (*Sal Pavone*): On April 30, 2014 Mr. Pavone participated in a webinar, "What Every Trustee Should Know," jointly sponsored by OCPL and CLRC (Central NY Library Resources Council). Based on information presented, Mr. Pavone said that the library's bylaws need to be reviewed and updated to meet criteria set forth in New York State's Education Law as it applies to association libraries. After review, the amended bylaws will need to be approved and voted on by the Board.

One particular area the board should address and clearly delineate in the bylaws concerns board members who miss regularly scheduled board meetings. According to the New York State Education Law (which applies to publicly chartered libraries such as Manlius), any board member who misses three (3) consecutive meetings is deemed to be resigned, unless excused by the Board. What does "excused by the board" mean? There was discussion regarding this issue: what constitutes an "excuse," and what is the acceptable form to be properly excused? Who on the board makes the determination whether an excuse is acceptable? Should there be a written list of acceptable excuses? Is there an affirmative duty by the board to give notice to a member who is in jeopardy of missing 3 consecutive meetings but who has not asked to be excused? President Steinberg asked Mr. Pavone and Mr. Weiler to develop reasonable criteria and wording for the bylaws so the board can further discuss this issue. President Steinberg also asked that Director DeLaney write a letter/email to board members not present at this meeting outlining New York State Education Law on this matter.

In addition to the topic of board attendance, Mr. Pavone reported that the webinar stressed the importance of:

- board members having separate email addresses for board correspondence and for personal correspondence. Director DeLaney said that setting up Onondaga County Public Library "onlib.org" email addresses for all board members will be quick and easy.
- having board trustees who want to be members of the library board because of their interest and point-of-view as a community member rather than from their particular career perspective (lawyer, accountant, teacher, banker, business owner, etc.)
- having an independent auditor. For example, even if board has an accountant as a member and the accountant's firm is willing to lend pro bono services, it's really not good policy to accept those free services
- recognizing that Board meetings are subject to New York State's Open Meetings Law; however, board committee meetings are not subject to this law.

Sal Pavone made a motion to defer further discussion on this topic for future meetings, and Mary Karpinski seconded the motion. All agreed, and the motion passed.

**Personnel Committee** (Matt DeLaney): Director DeLaney proposed a change to the Employee Handbook reflecting the new pay cycle change. Previously, employees were paid on the 15<sup>th</sup> and last day of each month. Beginning in May, employees will be paid biweekly. Mary Karpinski moved to authorize Director DeLaney to change the language in the employee handbook. Dee Tanner seconded the motion, and it passed unanimously.

**Old Business** (Matt DeLaney):

- *Out-of-System Borrowers Policy:* The OCPL board has adopted the **OnPass** card for non-Onondaga County residents. Individuals who reside in out-of-system areas may obtain a free **OnPass** library card from the Central Library, the city branches, or from any suburban member library that participates in the **OnPass** program. The **OnPass** allows those who live outside of the OCPL system to have borrowing privileges at all participating libraries, including being able to place holds on materials from participating libraries. **OnPass** borrowers have access to the digital content, databases, and downloadable materials that are available to Central Library cardholders.

Each member library board has to vote on whether to take part in the **OnPass** program. Liverpool and the three NOPL libraries (North Syracuse, Brewerton, and Cicero) are not participating, which means **OnPass** card holders cannot get items from these libraries. OCPL will send letters explaining the **OnPass** to all out-of-system patrons.

Mary Karpinski made a motion for the Manlius Library to adopt the **OnPass** card system which was seconded by Ron Russell. All voted in favor, and the motion passed.

- *Annual Report to State:* Director DeLaney prepared and sent out the annual statistical report required by New York State. President Steinberg moved to approve the report as prepared. Ron Russell seconded and the motion passed unanimously.
- *Library Policy Inventory:* Director DeLaney handed out an inventory of policies that the library does not have in written form. President Steinberg asked the board to look over the list, prioritize the policies that should be addressed first, and email their suggested priorities to the Director as soon as possible.

**New Business** (Matt DeLaney):

- *New Staff:* The Board must approve the hiring and pay rate for newly hired personnel as recommended by the Personnel Committee. Mary Karpinski moved the board approve the hiring and hourly wage of Library Assistants Ashley Jandolenko and Rebecca Langtry-Pierce. Sal Pavone seconded, all were in favor, and the motion passed. The Board retroactively and unanimously approved the hiring and hourly pay rate for Library Pages Jenna Ballard and Ashley Radder on a motion made by Bob Weiler and seconded by Ron Russell.
- *Summer Reading Program (SRP) Outreach to Schools:* Director DeLaney met with the Fayetteville Library Director, and the libraries are working to share SRP information. The Manlius Library children's librarians were invited by the schools in Fayetteville's service area to visit their classrooms and talk about Manlius' SRP. Fayetteville Library requested we not visit these schools but upon discussion with FM schools administration, it was concluded that Manlius

would honor the invitations to visit. School visits have been scheduled by the librarians, and we are looking forward to another exciting and busy SRP.

- *Committee Reports:* Deferred until the next board meeting.

Bob Weiler moved to adjourn and Sal Pavone seconded. All were in favor, and the meeting was adjourned by President Steinberg at 7:22 pm.

Respectfully submitted,

Margot Baxter  
Recorder

***The next meeting of the Board will be Thursday, June 12, 2014 at 6:00 p.m.***