

**Manlius Library Board of Trustees Meeting**  
**Minutes**  
**May 26, 2016**

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

**Not Present:** Dick Schlote

**Also Present:** Library Director, Jen Milligan

President Steinberg called the meeting to order at 6:04 p.m.

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

- *April 28, 2016 Meeting Minutes:* There being no additions or corrections, Ms. Chimielewicz made a motion to accept the minutes as written. Ms. Taborosi seconded, all approved, and the motion passed.

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

- Mr. Bottoni reported the budget is in good shape and right on target overall. Certain spending areas are slightly over budget and some under budget. Director Milligan explained that accounts are monitored on a continuous basis by the staff member overseeing expenditures related to the account and reviewed monthly by her as well so that spending is kept in check.
- Mr. Russell asked how OCPL determines the annual fee they charge to Manlius. Director Milligan said the annual fee is based on a percentage of the library's budget and paid in quarterly increments to OCPL. OCPL applies the monies it receives from member libraries to, among other things, help maintain the system-wide online library catalog, provide access to databases, continue Monday-Friday deliveries and pickups of "Holds", and provide support services to member libraries.
- Mr. Russell made a motion to approve the Treasurer's Report as presented. Ms. Chimielewicz seconded, all approved, and the motion passed.

**Director's Report** (Jennifer Milligan):

- Circulation is ahead of 2015 numbers and library visits are a little under 2015 figures. Summer is the busiest time at the library, so an increase in both numbers is expected.
- WiFi usage continues to grow.
- The carpet replacement done in May went smoothly. There have been numerous positive comments from the patrons.
- The library's auditors were on site the first week in May. Their report is expected in June.
- In response to a question from Ms. Tanner, Director Milligan described the library's participation in the Zoo Mingle programs held at the Rosamund Gifford Zoo. The library will host multiple Zoo Mingles this year providing free access to the zoo for people who may not otherwise be able to afford it while exposing them to educational library programs. All Zoo Mingles are staffed by library personnel and are limited to 75 participants who must register through the library.
- Director Milligan and Business Manager Kerstin Spina attended a *Community Needs Summit* at the East Area YMCA with other local leaders to identify unmet needs within the community and strategize on how to fill those needs.
- The vote on the library budget proposition was held on May 17 and passed with 67% approval. The board expressed their appreciation to the Director and Finance Committee for presenting a

reasonable budget and to the community for their continued support. Discussion followed on ways to keep the community informed about how the library is funded as well as the need to be proactive in highlighting what makes the library an important partner in our community.

- Director Milligan presented a tutorial on the digital media service *Hoopla*.

**Old Business/New Business:**

- There was no old business or new business.

There being no further business, Mr. Weiler made a motion to adjourn which was seconded by Mr. Bottoni. All approved, and President Steinberg adjourned the meeting at 6:59 p.m.

**Patricia Infantine Scholarship:**

- The Patricia Infantine Scholarship was presented immediately following the board meeting. President Steinberg introduced the 2016 recipient, Ms. Audrey Putelo, a senior at Fayetteville-Manlius High School. Ms. Putelo has been an active library volunteer since middle school and has also been very involved in volunteerism at her church, school, and in the community. She will be a freshman at the University of Michigan in September and plans to major in chemistry. A reception was held after the presentation.

Respectfully submitted,

Margot Baxter  
Secretary