

Manlius Library Board of Trustees
Meeting Minutes
June 12, 2014

Members Present: David Ayoub (arrived at 6:30 p.m.) Ginny Chmielewicz, Mary Karpinski, Ron Russell, Dick Schlote, Karen Steinberg, Dee Tanner, Bob Weiler, and Mary Veeder-Civitello

Absent: Laura Pierie and Sal Pavone

Also present: Library Director, Matt DeLaney and Deputy Director, Dave D'Ambrosio

President Steinberg called the meeting to order at 6:02 p.m.

President's Report (*Karen Steinberg*):

- President Steinberg asked that all board members please watch the webinar ***What Every Trustee Should Know***, which she and Sal Pavone have done. The webinar covers many critical topics for library board members including the role of trustees, legal and fiduciary duties, what makes an effective board meeting, and laws and regulations affecting libraries. She will email board members the link to the webinar.
- Ms. Steinberg requested that board members receive a draft of the Manlius Library board minutes or an "Action List" within a week after each board meeting. Director DeLaney will do so.
- New email accounts have been set up for board members to use for library board communications. Director DeLaney will notify trustees of their library email address and password and will give a tutorial at the July board meeting demonstrating how the email will work.
- Ms. Steinberg was recently elected to the board of FOCL (Friends of the Central Library), which sponsors the renowned Rosamond Gifford Lecture series.
- May 8, 2014 Board Minutes: There being no corrections or additions, Mary Karpinski made a motion to accept the minutes as written. Mary Veeder-Civitello seconded, and the motion was approved unanimously.

Treasurer's Report (*Dick Schlote*):

- Mr. Schlote presented the Profit & Loss Budget statement for April and YTD. Ron Russell proposed an alternative format for presenting the budget each month that he believes would be easier to understand, is more applicable to "real time," and would indicate the library's financial status in terms of future months. Director DeLaney noted that a new format might be helpful to the Strategic Planning Committee as it moves forward with its work. There was discussion, and it was concluded that members would like to see the new format before making any decision.
- Mr. Russell moved to approve the budget as presented, and Mr. Weiler seconded. All approved and the motion passed.

Director's Report (*Matt DeLaney*):

- There have been 20 applicants for the newly created Public Services Coordinator position (an expanded position incorporating the part-time position of Program Coordinator from which Trish Paparone is retiring) A staff committee plans to interview two of the applicants.

- Director DeLaney and Bob Weiler attended a webinar entitled *The Critical Partnership: Public Library Trustees and Directors*. Mr. Weiler presented his observations on the webinar which addressed the roles and responsibilities of trustees and their job in interacting with and evaluating the performance of the Library Director. (How to hire the best person for the library, how to get the most out of the partnership, best practices in evaluating the performance of the Director, and how to end the Board/Director relationship legally, ethically, and professionally.) Mr. Weiler suggested that there should be a written contract or “memorandum of understanding” between a board and a library director and the director’s evaluation should be tied to the performance of the library. Director DeLaney encouraged the board to watch the webinar. As Director DeLaney’s first anniversary with the library will be in September, Ms. Steinberg asked the Personnel Committee to meet and discuss the process of evaluation, setting up benchmarks for performance, and Director DeLaney’s objectives for the next year.
- Mary Karpinski inquired about the New York State Construction Grant. Director DeLaney noted that it is a matching grant: the state will pay 50% of the cost of new construction or building renovation. He would like to apply for the grant and wants to meet with the Building Committee to discuss what renovation project the library should promote in seeking the grant. In the next few weeks he and the staff will be developing a system for measuring how the library space is currently used. Those results should help both the Planning and Building Committees focus on particular projects the library should undertake.
- Director DeLaney informed the Board of an active police matter regarding theft of items from the library. According to the library’s *Patron Code of Conduct*, the patron has been banned from the premises for 30 days with the potential for a longer ban. The patron has the right to appeal the ban to the Director, and if unsatisfied with the Director’s decision, the patron may then appeal to the the Board. Discussion ensued regarding ways in which the library can prevent theft and what are best practices in libraries for curbing thefts. Further discussions will take place at another time.

Nominating Committee (Karen Steinberg):

- Sal Pavone’s resignation from the Board creates a vacancy as of July 1st, and the Nominating Committee recommends that Mr. Mario Bottoni be nominated to complete the term of Mr. Pavone, which expires in 2017. Mr. Bottoni is a CPA, a member of the Greater Manlius Chamber of Commerce, and has extensive volunteer experience with non-profit organizations. Bob Weiler made a motion that Mr. Bottoni be asked to fill the remainder of Mr. Pavone’s term. Dick Schlote seconded the motion, and all members voted in favor. The motion passed. Director DeLaney will contact Mr. Bottoni.
- Ms. Steinberg announced that David Ayoub will be leaving the board as well. Mary Veeder-Civitello suggested it would be good to identify a pool of people the Board can draw on to fill future vacancies.

Planning Committee (Matt DeLaney):

- The Planning Committee will be scheduling a meeting as soon as possible.

Old Business:

- Pat Infantine Scholarship: On a motion made by Mary Karpinski and seconded by Dee Tanner, the Board voted to retroactively create the Patricia Infantine Scholarship Fund, effective September 1, 2013 authorizing the disbursement of \$500 every year for five years to be paid to the winner of the scholarship who will be selected annually by the Board of Trustees. All approved and the motion passed. Dee Tanner read a note she received from Ms. Infantine stating the scholarship in her name “was the most perfect retirement gift the board could have given me.”

- Director DeLaney handed out a timetable for “Manlius Library Policies Plan – 2014” outlining policies that should be in place by year end. Upon review of the list of policies, it was concluded that Mr. Weiler will continue to review the ByLaws, and Director DeLaney, with the assistance of library staff, will develop all other policies. A Policy Committee was established and Karen Steinberg and Mary Veeder-Civitello agreed to serve on it. Once a new policy is written, it will be sent to and reviewed by the Policy Committee of the Board. The Committee will present policies to the full board for discussion and approval. In the next few weeks, Director DeLaney will send a newly written policy to the Committee for their review.
- Board attendance: Under New York State law, if a board trustee does not attend three regularly scheduled board meetings in a row without an “approved” excuse, the trustee is deemed to be resigned. Discussion: what are “approved” excuses, and how exactly should absenteeism be addressed? It was concluded that once a board trustee has missed two consecutive meetings, the trustee will be contacted, reminded of the policy, and encouraged to attend the next scheduled meeting. If three meetings are missed, the board as a group will discuss the next step to be taken.

New Business:

- The 2014 Audit Summary was completed by the library’s auditors, and Director DeLaney provided copies of the audited financial statement to board members. The auditors made two recommendations: (1) 1099s were only issued to individuals and not to any LLC or LLP. 1099s should be issued to LLC or LLPs (2) put in place a process to continually check whether all employee deductions are being calculated correctly and being properly taken from employee paychecks. Bob Weiler volunteered to look into the legal issues surrounding employee deductions and how and under what circumstances the library can make adjustments to clerical errors in paycheck deductions.
- Mary Karpinski moved for the board to approve the hiring and hourly pay rate of Summer Library Assistants, Jake Angelastro and Megan Kirchoff and Library Pages, Jenna Boland and Katelyn Donner. Dick Schlote seconded the motion. All approved, and the motion passed.

There being no further business, Mr. Schlote moved to adjourn and Mr. Weiler seconded. All approved and the meeting adjourned at 7:51 p.m

Respectfully submitted,

Margot Baxter
Recorder