

Manlius Library Board of Trustees Meeting
Minutes
June 23, 2016

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

Not Present: Mario Bottoni and Piri Taborosi

Also Present: Library Director, Jennifer Milligan and Business Manager, Kerstin Spina

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

President's Report (Karen Steinberg):

- *May 26, 2016 Meeting Minutes:* There being no additions or corrections, Mr. Russell made a motion to accept the minutes as written. Ms. Chimielewicz seconded, all approved, and the motion passed.
- *Summer Board Meeting Schedule:* It was agreed to consolidate the July and August meetings into one meeting to be held on August 25. President Steinberg asked board members to consider that date when scheduling summer plans.

Treasurer's Report (Jennifer Milligan):

In Mr. Bottoni's absence, Director Milligan presented the Treasurer's Report:

- All line items are running very close to budget:
 - currently under budget on salaries and benefits but there will be additional personnel for the summer which should bring this area closer to budgeted amount
 - utilities are well under budget after completing the energy audit and changing the type of lighting throughout the library
 - overall net income is higher than budget
- There being no further questions or discussion, Mr. Schlote made a motion to accept the Treasurer's Report as presented. Mr. Russell seconded, and all voted in favor.
- The library audit was conducted in May. Director Milligan gave each board member a copy of the audit report to review. The report will be discussed at the August meeting.

Director's Report (Jennifer Milligan):

- *May Attendance and Circulation* numbers are down slightly which was expected due to closure of the library for a full week at the beginning of May.
- *Hoopla* usage continues to grow and is becoming more and more popular. Usage statistics are being monitored so *Hoopla* expenditures don't overrun budget.
- Dr. and Mrs. Harold Jones are gifting an additional 10 Audubon prints as well as their framing, installation and lighting. This donation complements their previous gift of 18 Audubon prints. The library will hold a reception in the fall to unveil the newest prints. Thank you Dr. and Mrs. Jones!
- An ice cream social is planned at the library on August 19th. This is an event to recognize all the many volunteers who give so much of their time in numerous capacities to our library.

- Director Milligan attended a system retreat held by OCPL. The retreat focused on how OCPL can improve service to member libraries and developing a structure for better communication flow. OCPL will hold quarterly meetings with member library directors.
- The Manlius Library team participating in the FM Relay for Life on May 14th raised over \$2100 for cancer research. The library's booth at the event was very popular, and the staff enjoyed the opportunity to interact with so many community members.
- The library has so far provided 520 books to the FM Community Food Pantry library. Director of the pantry, Linda Napier, is promoting library programming to her clientele, and library card applications are available at the pantry. The library and food pantry will be presenting a joint program at the library in July on nutrition.

Old Business (*Karen Steinberg*):

- *Communications Strategy*: President Steinberg spoke with two public relations professionals regarding ways to promote the library and its mission within the community on a year-round basis. A committee is being formed to focus on further discussion, strategies and actions. Ms. Steinberg, Ms. Milligan, a library staff member, and a board member will make up the *Communications Strategy Committee*. Ms. Baxter will be the board representative to the Committee which will have its initial meeting in September.

New Business (*Jen Milligan*):

- *Automatic Renewals*: Director Milligan discussed the trend toward automatic renewals of library items (with some exceptions) which makes it more convenient for patrons to keep items and minimizes the potential for overdue fines. Director Milligan noted that the NOPL libraries are doing this and have seen an increase in circulation but a significant decrease in fine revenue. While this is not something the library could adopt this year because fine revenue is part of the current budget, Director Milligan asked the board to be aware of the trend and discuss it further when planning for the next budget begins.
- *Personnel Changes*:
 - Lorie Finger has joined the staff as the new teen librarian
 - Meg Tamilio and Olivia Coloton have resigned
 - Jay Zinteck has been promoted to Circulation Supervisor
 - Cait Ostrander has been promoted to part-time circulation clerk and will also continue as a part-time page
 - Kimberly Jackson has been hired as a part-time circulation clerk
 - Alexandra Stone has been hired as a regular part-time circulation clerk in the children's section

Ms. Tanner moved for the board to approve the hiring and hourly wage rate of the above-noted personnel, and Mr. Schlote seconded the motion. All board members voted in favor, and the motion passed.

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 6:54 p.m.

Respectfully submitted,

Margot Baxter
Secretary