

***Manlius Library Board of Trustees  
Meeting Minutes  
July 10, 2014***

**Members Present:** Mario Bottoni, Ginny Chmielewicz, Mary Karpinski, Laura Pierie, Ron Russell, Dick Schlote, Karen Steinberg, and Bob Weiler

**Members Not Present:** David Ayoub, Dee Tanner, and Mary Veeder-Civitello

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

President Steinberg called the meeting to order at 6:01 p.m.

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

- President Steinberg introduced Mr. Mario Bottoni to the board. Mr. Bottoni has extensive experience volunteering with non-profit organizations, is a member of the Greater Manlius Chamber of Commerce, and a CPA. He will be filling out the remaining term of Sal Pavone who resigned from the Board in June. Upon completion of the fulfilled term (February 2017), Mr. Bottoni will be eligible for up to three additional terms on the Board. The board welcomed Mr. Bottoni, and Ms. Steinberg said she will email Mr. Bottoni the biographies of the other board members.
- June 12, 2014 Board Minutes: There being no additions or corrections, Ms. Karpinski moved to accept the minutes as written. Ms. Chmielewicz seconded, and the motion passed unanimously.

**Treasurer's Report** (*Dick Schlote*):

- Mr. Schlote presented the May 2014 Profit & Loss Budget Performance.
- Director DeLaney noted the library is on target to be within budget at year end.
- Mr. Schlote said Mr. Bottoni will be working on budget matters, and Mr. DeLaney will be scheduling a meeting with David Ayoub to discuss the budget and other library finances.
- There being no questions regarding the budget, Mr. Russell made a motion to accept the report as presented, and Mr. Bottoni seconded. All approved, and the motion passed.

**Director's Report** (*Matt DeLaney*):

Director DeLaney presented his report for June 2014.

- Mr. DeLaney proposed closing the library on a Friday in the fall for a staff development day. The library has never undertaken such a project, and the Board would have to approve the full-day closure and payment for employees. No date has been set pending Board approval. Ms. Steinberg asked how patrons would be notified of the closure, and Director DeLaney replied that in advance of the closure, notices would be put on the library website, and by signs placed throughout the library. Ms. Steinberg inquired whether any board member had a concern with the proposal. There were no objections. When a date has been determined for the staff development day, Director DeLaney will seek board approval through a motion.

### **Fundraising** (Laura Pierie):

- Laura Pierie, Matt DeLaney, and Trish Paparone (the former library Program Coordinator) met prior to Ms. Paparone's retirement to discuss past fundraising activities, expenses, and outcomes. Ms. Paparone has kept extensive records: timelines, spreadsheets, and employee hours spent on coordinating a fundraiser. Ms. Pierie remarked on the number of staff hours historically spent on fundraising and asked the board to consider whether having employees involved in planning and coordinating fundraising events is the best use of employee time, especially if it requires staff members to be pulled away from their regular duties. She suggested the Board begin to discuss whether fundraising events should continue, who should be doing the fundraising, and how the whole process should be approached. She also noted that if fundraising is not a high priority, the board must be prepared to field taxpayer's questions about library funding. For any board member who is interested, Ms. Pierie will make Ms. Paparone's records and notes available.
- Mary Karpinski pointed out that fundraising activities can bring people into the library who may not otherwise come. She also said that, historically, the library fundraising events were initiated to fund specific purchases not covered in the budget (e.g. shelving in the children's area). In 2015 the library will celebrate its 100<sup>th</sup> anniversary, and Ms. Karpinski and Ms. Pierie agreed that a centennial celebration tied in with a fundraising activity is a great idea, but planning would need to start soon. Ms. Steinberg mentioned that the strategic plan, which currently is being developed, will probably identify specific, one-time-purchase items and wondered whether the finalization of the strategic plan and the planning for the centennial celebration would coalesce?
- In response to the discussion of staff involvement in fundraising activities, Ms. Karpinski said staff had become involved so that all the monetary transactions could be handled within the library. Ms. Pierie pointed out that PayPal is an excellent way to securely manage monies for a fundraiser.
- The question arose as to when a 2015 fundraiser might take place and how much lead time is necessary? Ms. Karpinski replied that fundraisers have typically been held in the fall with planning starting in February. Both Ms. Karpinski and Ms. Pierie noted that although the Annual Fund Drive is held at the end of the year, there has not been a conflict between the two activities. Fundraiser attendees and annual fund drive participants touch upon two different constituencies.
- Ms. Pierie suggested that the Pat Infantine Scholarship Committee might want to tie-in the scholarship application essay and the centennial celebration event. All agreed this was a good idea and should be further discussed at a future meeting.

### **Policies Committee** (Karen Steinberg):

- Whistleblower Policy: Ms. Steinberg asked whether board members had any questions regarding the policy which had been emailed to all members. A few general questions regarding the policy were answered by Director DeLaney. Mr. Russell made a motion to approve the policy which was seconded by Ms. Pierie. The motion passed unanimously.

### **Old Business**:

- Director DeLaney gave a short video tutorial for the board on how to access and use their new Gmail accounts for board communication. Dedicated email accounts are recommended by the New York Library Trustees organization. A number of board members expressed unease regarding the new accounts. For board members who are not "tech savvy" or already have multiple email accounts, there was concern that important or time-sensitive information could be

missed due to inconsistent checking of the board Gmail account or lack of time to keep up with multiple email accounts.

Mr. Bottoni made the suggestion that individuals, with full knowledge of the potential risks of using personal email for board business, could choose to opt out of using the board email. After discussion, it was agreed that board members could select an email account they prefer to use for board communication. However, board members were asked to familiarize themselves with DropBox (a file hosting service) to have access to library documents. Because of varying comfort levels with technology among board members, Ms. Steinberg suggested that Digital Technology Librarian, Emily Lunceford, be available after a meeting to assist any board members with technical issues, if they desire. Director DeLaney concurred.

**New Business:**

- Mr. Schlote moved for the board to approve the appointment and pay rate for Claire Enkosky, who will become the full-time (35 hours/week) Public Services Coordinator on August 4, 2014. Ms. Karpinski seconded the motion which was unanimously approved.
- To provide more insight into the day-to-day activities of the library, Director DeLaney proposed having various staff members make a short presentation about themselves and their work at the beginning of the next few board meetings. The board enthusiastically agreed.
- Director DeLaney briefly discussed the recently published OCPL Statistical Summary which compares the OCPL libraries across a number of metrics (circulation, new patron registrations, program attendance, etc.) He will email the report to board members and asked for their comments at the next board meeting. Director DeLaney noted that the traditional measurement of library success (circulation, holdings, etc.) is in transition, and he looks forward to discussion regarding new ways to define “success” after board members have reviewed the Summary.

There being no further business, Mr. Weiler moved to adjourn. Mr. Russell seconded, and President Steinberg adjourned the meeting at 6:59 p.m.

Respectfully submitted,

Margot Baxter  
Recorder

***The next meeting of the Board will take place on August 14, 2014 at 6:00 p.m.***