

***Manlius Library Board of Trustees
Meeting Minutes
September 11, 2014***

Members Present: Karen Steinberg, Robert Russell, Virginia Chmielewicz, Dick Schlote, Mary Karpinski, Laura Pierie, Mario Bottoni, Bob Weiler, Mary Veeder-Civitello

Members Absent: Dee Tanner

Also Present: Library Director, Matt DeLaney

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

Presentation by Matt DeLaney of Kori Gerbig, Youth Services Coordinator. Kori gave a presentation about her department and her role at the library.

President's Report (*Karen Steinberg*)

- President Steinberg asked for changes to the minutes from the August board meeting. Mary Karpinski motioned to approve the minutes. Mr. Bottoni seconded and the motion passed unanimously.
- President Steinberg made changes to Board Committees. She presented a handout to members denoting committees and membership. Mr. Bottoni will now be on the building committee. The previous Finance Committee chair was David Ayoub; Mr. Bottoni will now be chair of this committee. Mr. Schlote is now chair of the Nominating Committee and no longer a member of Finance Committee. A Policies Committee was added with President Steinberg and Ms. Karpinski as members.

Treasurer's Report (*Mario Bottoni*)

- Mr. Bottoni noted this report is a work in progress. Assets identified. Notes on line items to be reviewed and discussed further with Director DeLaney. Mr. Bottoni went over report with the board page-by-page.
- Mr. Bottoni suggested a \$500 threshold going forward to distinguish between expenses and fixed assets. Dick made a motion for \$500 threshold and Ms. Karpinski seconded. No objections and motion approved unanimously.
- New balance sheet format was presented. Mr. Weiler wondered why the collections are not on the balance sheet. Mr. Bottoni explained that he is reviewing best library accounting practices.
- Ms. Karpinski pointed out that the report reflects a change in accounting processes from cash to accrual because it's more accurate. President Steinberg asked if the director was agreed with these changes. Mr. DeLaney indicated that he was in agreement.

- Ms. Karpinski asked Mr. Bottoni for more information about the bond payback. Director DeLaney indicated he would provide this at the next board meeting.
- Mr. Schlote moved to accept the report; Mr. Weiler seconded the motion. The motion passed unanimously.

Director's Report (*Matt DeLaney*)

- Mr. DeLaney noted the new track lighting system on the ramp. Mr. DeLaney told the board about Khan, the village building manager. He pointed out that Khan does a lot of small jobs for the library on his own time.
- Mr. DeLaney provided a summary of the August 15 planning committee for the brand platform. It was a great event with a wide range of participants.

Patron Code of Conduct (*Karen Steinberg*)

- President Steinberg noted that everyone has a copy of the latest Patron Code of Conduct. The current draft has been through several iterations. Mr. DeLaney described the changes. The policy has been consolidated and updated. This code adds an enforcement clause that gives staff more authority to manage patron behavior. In addition, patrons have an appeal process. President Steinberg noted that management of children in the library will be separate from the Patron Code of Conduct. Mr. Weiler noted some language in the policy might need to be more firm and more specific, as well as including language about not stealing library assets. Director DeLaney will revise the policy to reflect these recommendations and bring back to the board next month. Mr. Weiler will send suggestions to Mr. DeLaney.
- It was also suggested that we review the section in the policy prohibiting solicitation of signatures, as this might constitute violation of the law.
- Ms. Veeder-Civitello asked that the Director share what will be posted in the library for patrons. A summarized version of the code of conduct should be shown to the board.

Computer Use Policy (*Bob Weiler*)

- Old Business: At the last board meeting, members were presented with the library's Computer Use Policy for approval. After that meeting, new language was added to the policy.
- Ms. Karpinski motioned to approve the policy, and Mr. Russell seconded the motion. No objections, therefore policy is approved.

Centennial Celebration (*Karen Steinberg*)

- President Steinberg indicated that a discussion should begin now about the library's centennial next year, since the event will take a long time to plan.

- The Fundraising committee made up of Ms. Chmielewicz and Ms. Pierie have taken responsibility for starting this process.

Construction Grant (*Matt DeLaney*)

- Mr. DeLaney submitted a construction grant proposal to NYS for \$49,500 which will provide for funds necessary to improve and renovate the Quiet Reading Room. This grant requires matching funds from the library and Director DeLaney is currently working on additional grants to match the NYS Construction funds.

New Business

- Mr. Weiler moved for the Board to approve the hiring and pay rate of the following library pages: Sherry Cooper, Lainie LaRonde, and Christopher Shyne. Ms. Karpinski seconded the motion which was unanimously approved.

There being no further business, Mr. Weiler moved to adjourn the meeting. Ms. Karpinski second the motion, and President Steinberg adjourned the meeting at 7:15 p.m.