

**Manlius Library Board of Trustees Meeting  
Minutes  
November 16, 2017**

**Trustees Present:** Margot Baxter, Ginny Chmielewicz, Kim Kutzer, Megan Oakleaf, Bruce Ruppert, Ron Russell, Karen Steinberg, and Dee Tanner

**Trustee Not Present:** Mario Bottoni, Dick Schlote, and Piri Taborosi

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

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

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

- *October 26, 2017 Meeting Minutes:* There being no additions or corrections, Mr. Russell made a motion to accept the minutes as written which was seconded by Ms. Tanner. The motion passed unanimously.

**Treasurer's Report** (Bruce Ruppert):

- *October Financials:* Board members reviewed the monthly report prior to the meeting.  
--Revenue is 102% of plan due to donations.  
--Expenses are 92% of budget.  
--Ms. Kutzer made a motion to accept the Treasurer's report as presented. Ms. Chmielewicz seconded the motion which passed with all voting affirmatively.

**Directors Report** (Jennifer Milligan):

- Safety and security upgrades have been made to the building for the protection of patrons and staff. Staff will undergo training in December on procedures related to the new security systems. Ms. Oakleaf asked Director Milligan to report back to the board about the training procedures.
- Dr. Harold Jones continues to be an active and ardent financial supporter of the library. The Board and staff are deeply grateful for his generosity.
- After Thanksgiving, children up to the age of 10 who sign up for their first library card will receive a *Winnie the Pooh* gift bag as part of the new *Winnie the Pooh* literacy project funded by Dr. Mary Veeder-Civitello in honor and memory of her daughter.

**Board Member Reports on Library Programs:**

- Ms. Steinberg attended a Monday Movie Matinee on November 6<sup>th</sup> which was enjoyable and had good attendance. All Monday Movie Matinees are weekly at 2 pm and free popcorn and bottled water are available.
- Mr. Ruppert plans to attend the Sunday, November 19<sup>th</sup> presentation "Watch Your Head: Concussions 101" which will tackle the myths and facts about sports-related concussions.
- On December 3<sup>rd</sup>, several board members will go to the Village of Manlius Christmas tree lighting, library story time, and concert at the library given by one of Colgate University's *a cappella* groups, The Mantiphondrakes.
- Upcoming Reports: December—Ms. Tanner; January—Mr. Schlote; February—Ms. Kutzer

**Old Business:**

- There was no old business.

**New Business:**

- *2018 Proposed Budget:* The proposed budget was presented by the Finance Committee. All board members had received a copy prior to the board meeting for review. The increase for 2018 is 2% which falls below the tax cap. The main areas of increase are in payroll and benefits: i.e., Library contributions toward employee health insurance premiums, the NYS Paid Family Leave Act employee benefit, and 401k accounts. The budget also reflects the cost of re-painting the interior of the library. Director Milligan pointed out changes in janitorial services, phone service, and internet service have resulted in savings and 2017 upgrades to technology and hardware mean that there was no need to seek increases in the budget in these areas.  
Mr. Ruppert made a motion to approve the 2018 Proposed Budget which was seconded by Ms. Chmielewicz. All voted in favor, and the motion passed unanimously.
- *2018 Patricia Infantine Scholarship Committee:* Ms. Kutzer will head the committee in 2018. Ms. Oakleaf will join the committee, and Ms. Tanner will serve in an advisory capacity.
- *Self-Publishing:* There was discussion about the use of the various tools for self-publishing offered through Biblioboard, a community engagement software which helps libraries give local authors, musicians, and artists a platform to publish their works. Director Milligan said self-publishing hasn't fully taken off, but the library's new Digital Technology Coordinator, Stephanie Langer, is excited about it and working hard to develop and promote it. The library has reached out to the writing groups that meet at the library or are in the library's service area. Biblioboard users must be Manlius Library card holders. Ms. Oakleaf suggested that FM High School's creative writing program should be made aware of it as they could be a source of potential users. Ms. Tanner noted that the YMCA has a creative writing program whose participants might be interested in learning more. All agreed that due to the relative newness of e-book publishing through libraries, it will take time and outreach to encourage more patron involvement. The staff is committed to expanding this developing technology.
- *Conflict of Interest Forms:* Director Milligan handed out COI forms to board members who signed and returned them to her in accordance with the Library by-laws.
- *December Board Meeting:* It was agreed that the board meeting scheduled for December 21<sup>st</sup> will not be held. The board will next meet on its regularly scheduled date of January 25, 2018.

There being no further business, Ms. Oakleaf made a motion to adjourn which was seconded by Ms. Kutzer. All approved, and President Steinberg adjourned the meeting at 7:01 p.m.

Respectfully submitted,

Margot Baxter  
Secretary