

***Manlius Library Board of Trustees Meeting
Minutes
April 26, 2018***

Trustees Present: Margot Baxter, Charlie Collins, Kim Kutzer, Megan Oakleaf, Bruce Ruppert, Ron Russell, and Karen Steinberg

Trustees Not Present: Mario Bottoni, Ginny Chmielewicz, and Piri Taborosi

Also Present: Jen 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*):

- President Steinberg informed the Board that she is moving out of the area and, therefore, will have to resign her position effective at the end of May. Everyone expressed their appreciation and gratitude for her leadership and wished her well in her new venture.
- *2018 Annual Meeting Minutes and March 22, 2018 Board Minutes:* The minutes were reviewed by board members prior to the meeting. There being no additions or corrections, Mr. Russell made a motion to accept the minutes as written which was seconded by Ms Oakleaf. The motion passed unanimously.
- *Board Committees:* President Steinberg circulated a draft list of the current board committees. She discussed the duties of each committee and how committee assignments were determined. President Steinberg asked board members to review the committee assignments and let her know if there should be changes. There was discussion regarding the continuing need for the Fund Raising Strategy Committee which was tabled for future consideration.

Treasurer's Report (*Bruce Ruppert*):

- *March 2018 Financials:* Board members reviewed the monthly report prior to the meeting.
 1. Income: below budget by \$4600 but this will adjust when the semi-annual book and merchandise sale is held at the end of the month.
 2. Expenses: Due to careful oversight and planning, expenses are slightly below budget. Mr. Collins asked whether this is expected to continue? Mr. Ruppert replied affirmatively and noted that it is a good situation to be in.
 3. The Bookmark Café is breaking even.
 4. The annual audit begins the week of April 30th and will be conducted by the firm of Cuomo, Winters, & Schmidt.

A motion to approve the Treasurer's Report was made by Mr. Collins and seconded by Ms. Kutzer. All voted in favor, and the motion passed.

Director's Report (*Jennifer Milligan*):

- Construction on Pooh Corner in the children's storybook room is near completion. There will be a grand-opening celebration this summer. Director Milligan will discuss plans with Dr. Mary Veeder-Civitello, who donated Pooh Corner in memory and honor of her daughter, Suzy. Library staff worked with Dr. Veeder-Civitello and the contractor, Tim DeBlois of DeBlois Repair & Remodel, to design a plan for Pooh Corner. Tim and his wife Mary, an FM art teacher, are donating a portion of their time to make this project possible.
- The library budget vote will be held on Tuesday, May 15, 2018. This year's budget is below the tax cap.

- Ms. Alyssa Tassone, the new Youth Services Librarian who started her position in February is preparing for all the summer reading events and is initiating new and exciting children’s programming.
- Director Milligan is getting quotes for construction of a semi-enclosed study area in the rear of the library.
- The interior of the library will be painted in the fall. Interior painting hasn’t been done since the library renovations and expansion in 2005.
- Director Milligan will be conducting staff performance appraisals at the end of May.
- Librarians Pam Gottheld and Stephanie Langer are studying for their notary certification. Upon completion, the library will be able to offer notary services to library patrons and the public during all hours the library is open. This service is offered for free.
- Outreach collaborations with community organizations continues to expand.
 1. The library has partnered with Becca’s Closet which is currently located in Liverpool. The collection of prom dresses has been so outstanding that local organizers are interested in starting one in the FM community.
 2. Library staff are working with Brookdale Assisted Living Center in Manlius weeding their in-house library collection and offering on-site programs.
 3. Little libraries have been started at the Manlius YMCA as well as the Manlius police station. Books can be read on-site or taken home. These Little Libraries are in addition to the Little Library already established at the FM Community Food Pantry.
 4. Staff are working with the Manlius Historical Society and planning some collaborative history programs. Manlius Library also received a grant from CLRC (CNY Library Resources Council) to continue to digitize additional images of the Village of Manlius.
- New services being offered by the library include a New York State Empire Pass for admission to any NYS Park. This pass will be available on a first-come, first-serve basis (no holds and no renewals allowed) and can be checked out for 3 days. The library has purchased several Roku streaming devices which will come preloaded with HULU, Netflix, Cinemax, Showtime, Starz, HBO, YouTube, and other streaming channels. Circulation of these devices will be for a two-week period to Manlius patrons only.
- Other new, on-going programs/services now being offered are two additional book clubs, a gaming program , a German Conversations language club, Alzheimer’s caregiver kits, and sessions on “Cutting the Cord” for people interested in watching TV without cable.

Old Business:

- *Patricia Infantine Scholarship Update:* Ms. Kutzer announced the winner of the scholarship. The recipient will be honored and presented with the scholarship at the library on the evening of May 24th. Ms. Infantine will be in attendance to meet the winner. This is the fifth and final year of this scholarship.

New Business:

- *Event Attendance Plan for 2018:* Board members signed up to attend library events throughout the year.
- *Roku Circulation Policy:* Board members discussed this new policy which had been previously approved by the Policy Committee. There being no objections, Ms. Steinberg moved to approve the policy which was seconded by Mr. Ruppert. All approved, and the motion passed.
- *Nominating Committee:* The Committee interviewed a potential board candidate and approved her nomination. President Steinberg shared Ms. Bonnie Buelow’s credentials with the board, and after discussion, Mr. Collins put Ms. Buelow’s name into nomination. Mr. Russell seconded the nomination, and after a voice vote, Ms. Buelow was unanimously elected.

There being no further business, Ms. Oakleaf moved to adjourn which was seconded by Mr. Ruppert. All voted in favor, and President Steinberg adjourned the meeting at 6:42 p.m.

Respectfully submitted,

Margot Baxter
Secretary