

Manlius Library Board of Trustees Meeting
Minutes
November 15, 2018

Trustees Present: Margot Baxter, Mario Bottoni, Bonnie Buelow, Charlie Collins, Kim Kutzer, Brian Lee, Megan Oakleaf, Bruce Ruppert, Ron Russell, and Piri Taborosi

Not Present: Ginny Chmielewicz

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

President Kutzer called the meeting to order at 5:05 p.m.

President's Report (Kim Kutzer):

- **September 27, 2018 Board Minutes:** The minutes were reviewed by board members prior to the meeting. There being no additions or corrections, Ms. Kutzer asked for a motion to approve the minutes as written. Mr. Russell so moved and Ms. Taborosi seconded. The motion passed unanimously.

Treasurer's Report (Bruce Ruppert):

- **October 2018 Financials:** Board members reviewed the monthly reports prior to the meeting. Mr. Ruppert noted that Income is currently \$15,000 under budget; however, \$12,000 of that will be moved from the building reserve fund in November to pay for the interior painting which took place in October. Despite increases in printing costs, postage, and utilities, overall expenses are slightly under YTD budget numbers. The annual library funding was received from the FM school district in October. Mr. Collins moved to accept the October Treasurer's Report, and Mr. Bottoni seconded. All voted in favor, and the motion passed.

Director's Report (Jennifer Milligan):

- Attendance and circulation numbers for October 2018 compared to October 2017 are down as a result of being closed for a week for painting. Annual circulation numbers of physical items have decreased, a trend that is similar locally and nationwide, but staff is working to increase this circulation. Circulation of downloadable and streaming materials continues to increase. Overall library attendance is up due to greater numbers at programs, events, and general use and enjoyment of the library.
- Annual Fund donation request letters to previous donors will go out around Thanksgiving. There will not be a blanket solicitation to the general community; however, an insert regarding donations to the annual fund is included in the most recent library newsletter.
- The **Great American Read** program was a huge success with over 50 events held and the participation of nearly 1600 people.
- Patrons now have access to **RB Digital** which offers full-color digital magazines for anytime, anywhere reading on desktops, mobile devices, and apps. The collection of magazines includes both new and backlist titles with no holds, no checkout periods, and no limits.
- The Community Room has a new and updated projector and sound system.
- **New York Heritage Collection:** Thanks to a digitization grant from the Central New York Library Resources Council through Manlius Library, the Manlius Historical Society has scanned, described, and uploaded over 500 images of historic Manlius. These pictures, showing views of Manlius from the 19th and 20th centuries are accessible for free at <https://nyheritage.org/>
- In conjunction with Scholastic Books, the Library will be participating in their Pajama Program for local kids in need. For every pair of new pajamas donated by December 14th, Scholastic will donate a book.

The library is also encouraging donations of cookies and frosting to the FM Community Outreach food pantry so families have ingredients to create holiday treats.

New Business:

- **2019 Proposed Budget (Finance Committee):** The Committee worked extensively to prepare the proposed 2019 budget which reflects a 1.5% increase that is below the legislated tax cap. Highlights:
 1. There will be a reduction in income from fines and fees because the library plans to implement a “fine-free” policy on children’s and teen items.
 2. The collection budget shows a slight decrease indicating a more accurate reflection and cost of the types of materials being purchased.
 3. Technology costs will increase slightly to improve and upgrade computers for use by the public and staff.
 4. Utility expenses show a modest increase in line with 2018 real time costs.

Mr. Ruppert moved to approve the 2019 proposed budget. Mr. Russell seconded, and all voted in favor.

- **Manlius Library and Fayetteville Free Library (FFL) Joint Exploratory Committee:** As directed by the Board’s resolution of September 27, 2018, President Kutzer and Director Milligan informed the FFL board and staff of Manlius Library’s interest in forming an exploratory committee to evaluate and assess the options for shared library services. FFL expressed their interest as well, and the two groups will meet in early 2019.

The staffs of both libraries had breakfast together in October which was very successful with open dialogue and great interaction and camaraderie between the two staffs. The libraries’ cooperative programming continues with interactive *Harry Potter* movie showings every other month at each library beginning at Manlius in January and at Fayetteville in March.
- **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 policy.

Old Business:

- **Event Reports:** Mr. Ruppert attended the October *Great Minds, Great Ideas* lecture “The Two-Hit Hypothesis of Cancer and Tumor Suppressor Genes” presented by Cazenovia College professor Emily Flynn. Mr. Ruppert said the presentation was excellent but noted that the attendance was disappointing. Also in October, Ms. Baxter, along with a team of friends, participated in a literary trivia night at Scenic Root restaurant. The evening was fun, well-attended, and competitive. The library staff did a wonderful job of organizing and running the program.

Director Milligan noted the Onondaga Historical Society is joining with the library to hold a local history trivia night. Staffs of both organizations are working together to plan the event.
- **Upcoming Event Attendance:** Mr. Collins (November); Mr. Bottoni (December)

There being no further business, President Kutzer wished a happy and healthy holiday season to everyone and asked for a motion of adjournment. Ms. Oakleaf so moved, and Mr. Bottoni seconded. The motion passed unanimously, and President Kutzer adjourned the meeting at 6:10 p.m.

Respectfully submitted,

Margot Baxter
Secretary