

***Manlius Library Board of Trustees Meeting
Minutes
April 27, 2017***

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

Trustee Not Present: Piri Taborosi

Also Present: Kerstin Spina, Library Business Manager

President Steinberg called the meeting to order at 6:06 pm.

President's Report (*Karen Steinberg*):

- *2017 Annual Meeting Minutes:* There being no additions or corrections, Mr. Schlote made a motion to accept the minutes as written. Mr. Bottoni seconded, all approved, and the motion passed.
- *March 23, 2017 Meeting Minutes:* There being no additions or corrections, Mr. Schlote made a motion to accept the minutes as written which was seconded by Ms. Tanner. The motion passed unanimously.
- Ms. Steinberg reminded board members to review the library's program calendar on a regular basis, participate by attending or volunteering, and become advocates for the diverse programming offered by the library.

Treasurer's Report (*Mario Bottoni*):

- Board members reviewed the monthly financial statements prior to the meeting.
- Across the board, YTD budget as well as monthly expenses doing better than budgeted.
- Janitorial expenses are under budget due to a change in companies. Library collections, salaries, technology, and communications expenses are also under budget this month.
- Mr. Russell moved to approve the Treasurer's Report as presented. Ms. Kutzer seconded the motion which passed with all voting affirmatively.

Directors Report (*Kerstin Spina for Director Milligan*):

- *Audubon Celebration:* will be held on October 14th. A number of committee meetings/planning meetings have already taken place. Dr. Jones, the benefactor of the Audubon collection is commissioning the creation of a catalog of the collection to be ready for the October celebration. Ms. Oakleaf will discuss with Director Milligan the possibility of an intern from SU's iSchool assisting in the development of the catalog.
- *Semi-Annual Book Sale:* moved into the Village Center auditorium this year to allow for more materials to be offered. The sale was very successful and raised over \$3,000.
- *Annual Financial Audit:* is scheduled May 17th -19th and will be conducted by the firm of Cuomo & Winters.
- *Employee Performance Appraisals:* evaluations and salary discussions will take place throughout May.
- *Pollinator Garden:* will be breaking ground soon with a completion date anticipated in mid-to-late June. Ms. Tanner initiated a discussion regarding the problem of deer ticks and the potential affect on individuals working in or relaxing near the pollinator garden. Ms. Spina will talk with the garden's landscapers about the best prevention mechanism.
- *Fayetteville Farmers' Market:* begins May 18th. For the second year, the library will operate a booth as part of the library's outreach program.
- *FM Relay for Life:* at FM High School on May 13th. Staff of the library has formed a team to participate and are hosting a booth which will have a number of activities throughout the day to promote the library while raising money for the American Cancer Society.
- *Budget Vote:* May 16th from 7 AM to 9 PM at Fayetteville Elementary School.

Patricia Infantine Scholarship Committee (*Dee Tanner*):

- Ms. Tanner offered some background information on the scholarship (history, application process, qualifications) and revealed the winner. The recipient, along with family members, will be invited to attend the May board meeting when the award will be presented.
- Ms. Tanner will be rotating off the library board in 2018 and, therefore, the Scholarship Committee next year. Ms. Kutzer volunteered to be on the Committee.

Old Business:

- President Steinberg read a thank you note from Mary Veeder-Civitello for the gift she received from board members honoring her years of service on the library board.

New Business:

- There was no new business.

Mr. Schlote moved to adjourn, and Ms. Chmielewicz seconded the motion. All approved, and President Steinberg adjourned the meeting at 6:48 p.m.

Respectfully submitted,

Margot Baxter
Secretary