

***Manlius Library Board of Trustees
Board Meeting
September 28, 2017***

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

Trustees Not Present: Karen Steinberg

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

In President Steinberg's absence, Vice-President Russell called the meeting to order at 6:02 p.m.

President's Report (*Ron Russell*):

- *July 27, 2017 Meeting Minutes:* There being no additions or corrections, Mr. Schlote made a motion to accept the minutes as written. Ms. Taborosi seconded, all approved, and the motion passed.

Treasurer's Report (*Mario Bottoni*):

- *August Financials:* Board members reviewed the monthly report prior to the meeting.
 - Total Net Income is ahead of plan but also reflects grant funds that have been received.
 - Programming budget is over for the month due to summer program expenses but not over for the year.
 - Likely to finish the year under budget because current and projected expenses are within 10% of budget, and expenditures are predictable for the most part. The library is in a comfortable financial position with receipt in October of the tax revenue from the school district.
 - Discussion occurred on whether it would be beneficial to invest funds for a portion of the year. The decision was made to remain conservative with cash-on-hand funds as they are needed for operations throughout the year.
- *NYS Paid Family Leave Law:* This law takes effect January 1, 2018, and is employee-funded through payroll deductions as part of the library's disability benefits. The maximum employee contribution allowed in 2018 will be 0.126% of an employee's weekly paycheck. Mr. Bottoni believes the library's insurance premiums will be increased as a result of this new mandated benefit.

There being no issues or concerns with the Treasurer's Report, Ms. Kutzer moved to accept it, and Ms. Chmielewicz seconded. All voted in favor, and the motion passed.

Directors Report (*Jennifer Milligan*):

- Director Milligan informed the board that she had, with deep regret, accepted a letter of resignation from Digital Technology Librarian Emily Lunceford. Ms. Lunceford is moving out of the area. Her departure will be a great loss to the library and community as Ms. Lunceford is not only an excellent librarian and valued colleague but has been instrumental in using her technology expertise in developing and promoting many of the library's outreach programs.
- Dr. Harold Jones has made two additional significant monetary donations to support the Audubon collection.

- Former board member, Dr. Mary Veeder-Civitello, has gifted funds to create a “Pooh Corner” in the children’s area. This endowment will develop a large Winnie-the-Pooh collection and provide Pooh gift bags for young children signing up for their first library card. Dr. Veeder-Civitello’s donation is made in memory and honor of her daughter.
- The *Summer Reading Program* was an enormous success with excellent turnout and participation. In particular, the library saw outstanding interest and attendance in the first year of a full-scale teen program developed by Teen Librarian, Lorie Finger.
- The *Audubon Day Celebration* will be October 14th with a day full of activities, presentations, music, food, and birds!

Board Member Reports on Library Programs:

- *July:* no report
- *August:* Ms. Oakleaf brought her two children to a “Miss Karen” story time. She commented that her children always have fun at the story times and enjoy playing in the children’s area. Ms. Oakleaf also liked the new carpet in the story time room.
- *September:* Ms. Taborosi attended a Manlius Informed Series lecture given by John Yinger, SU Maxwell School professor and Director of the Education Finance and Accountability program. He discussed the finances and economics of funding public K-12 education. Ms. Taborosi was impressed by his presentation as well as the number of people who attended, and she noted there were many questions asked of the professor at the end of his presentation.
- *Upcoming Reports:* October—Ms. Chmielewicz; November—Mr. Ruppert; and December—Ms. Tanner

Old Business:

There was no old business.

New Business:

- *Policy Change:* The Patron Code of Conduct policy was amended to clarify the responsibilities of patrons in making the library safer for both patrons and staff. Mr. Bottoni made a motion to accept the policy as amended, and Mr. Schlote seconded the motion. All voted in favor, and the motion passed.
- *NYS Construction Grant Assurances:* The application for a state construction grant to make safety improvements has been completed. Director Milligan read the following Assurances into the record:

The applicant hereby gives assurances of the following:

It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.

The project will begin land acquisition, construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.

The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public"*

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law S273-a (as Amended by Chapter 57 of the Laws of 2007) and was read and duly adopted by the Board of Trustees of the Manlius Library at a legal meeting on September 28, 2017.

- Ms. Taborosi made a motion to accept the Assurances of the grant request. Mr. Russell seconded, all voted in favor, and the motion passed.
- *2018 Construction Grant Advance Work:* Based on the recommendations of a safety expert who assessed all entry/exit points and overall safety concerns, Ms. Oakleaf moved to begin work on security updates and to finance the updates from current building funds which funds will be reimbursed from the NYS construction grant monies received in 2018. The motion was seconded by Mr. Schlote. The motion passed on a unanimous vote.

There being no further business, Mr. Ruppert made a motion to adjourn which was seconded by Mr. Schlote. All voted in favor, and Vice-President Russell adjourned the meeting at 6:44 p.m.

Respectfully submitted,

Margot Baxter
Secretary