

***Manlius Library Board of Trustees Meeting
Minutes
November 17, 2016***

Members Present: Margot Baxter, Megan Oakleaf, Ron Russell, Dick Schlote, Karen Steinberg, Piri Taborosi, and Dee Tanner

Members Not Present: Mario Bottoni, Ginny Chimielewicz, and Mary Veeder-Civitello,

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

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

President's Report (*Karen Steinberg*):

- *October 27, 2016 Meeting Minutes:* There being no additions or corrections, Mr. Russell made a motion to accept the minutes as written. Ms. Taborosi seconded, all approved, and the motion passed.
- *2017 Board Meeting Schedule:* Board members reviewed the proposed 2017 meeting schedule. Ms. Baxter and Ms. Oakleaf noted they will not be available for the Annual Meeting scheduled for March 23, 2017. Director Milligan will confirm availability with the rest of the board members to ensure a quorum will be present at the Annual Meeting.
- *Contact Information:* Board members reviewed and verified their contact information. President Steinberg noted that the Nominating Committee will meet with a potential board candidate to fill the vacancy created by Bob Weiler's resignation.

Treasurer's Report (*Director Milligan*):

- *October 2016 Report:* In Mr. Bottoni's absence, Director Milligan presented the October financial statements which Board members had reviewed prior to the meeting. Ms. Milligan noted the Library is operating well within the budget and is on track to continue within budget through the remainder of the year. Ms. Baxter moved to approve the Treasurer's Report, and Mr. Schlote seconded. The motion passed unanimously.

Director's Report (*Jennifer Milligan*):

- The Library is busy, and circulation numbers are strong. Check-outs of downloadable content continue to grow but is only a small part of circulation. People still like books!
- The formal presentation of additional Audubon prints by Dr. Harold Jones and reception in his honor was held on November 13th. With Dr. Jones' input, the Library will create a self-guided "tour" brochure outlining the Library's collection of prints and other Audubon information for Audubon enthusiasts and interested patrons.
- Dr. and Mrs. Jones also gifted two Salvador Dali prints. One is installed at the front entrance of the Library adjacent to the donor recognition wall, and the other has been placed in the Director's office. The Board is deeply grateful to Dr. and Mrs. Jones for their extraordinary kindness and generosity.
- The roof repairs have been successfully completed and the new handicap accessible front doors will be completed by month's end.
- New Kindles and tables have been installed in the upper Children's room. Board members, as well as patrons, are very pleased with the renovations to the entire Children's area.

- Coordinated and directed by Young Adult Librarian, Lorie Finger, the Library hosted a very successful all-day Harry Potter-themed program on November 11th. Families and hundreds of kids of all ages attired in Harry Potter costumes attended, and every available space in the library was full of activities and people. Senior high students supervised many activities for the younger kids. Thank you to all who attended, and congratulations to Ms. Lorie, library staff, and all the hard-working volunteers!
- Ms. Finger has established a Teen Advisory Board to assist in the planning of teen programming and materials selection.
- The Library has a new vendor for book purchases which will offer a greater selection and 30% cheaper processing costs.
- Library staff are developing a community directory to provide patrons with information on local groups and organizations.
- Healthy Halloween programming was held in conjunction with the Chamber of Commerce's Health and Wellness Fair on October 29th. Special children's programs with the Manlius Fire Department, SciExcite (a non-profit started by FM High School students), SECNY, and the Syracuse Silver Knights occurred in October and November.
- In a response to a question from Ms. Tanner regarding joint mailings with Fayetteville Library, Director Milligan stated that presently there are no plans for any combined mailings. However, the libraries continue to work together on joint programming.
- President Steinberg inquired about the status of the *Strategic Plan* goal's checklist. Director Milligan said a status report is included in each *Quarterly Director's Report* so there will be an update in January. However, the library is on track and ahead of goals in some areas.
- Director Milligan has been asked to serve as President of the OCPL Membership Council and has also been selected as Vice-President of the Onondaga County Suburban Libraries Council.

Finance Committee

- *Proposed 2017 Budget:* In Mr. Bottoni's absence, Director Milligan formally presented the Committee's proposed budget which all board members had reviewed prior to the meeting. Areas of note:
 - * Annual Fund is decreased. The Committee believes the community contributes significantly through the annual budget vote and a separate annual fund drive is redundant. A general note in the library's newsletter and on the website will encourage those who wish to make a year-end charitable contribution to do so. Director Milligan will also look into adding a donation link to the website.
 - * Budget increases are in salaries and in retirement services. Increases in salaries represent changes in minimum wage law as well as salaries needing to be adjusted based on the new overtime regulations for salaried employees. In order to encourage retirement savings for employees the Committee proposes matching employee contributions to the 401-K for up to 3% of their salary beginning in July 2017.
 - * Mr. Schlote moved to accept the *Proposed 2017 Budget* which was seconded by Ms. Taborosi. All approved, and the motion passed.
- Because the NYS Property Tax Cap is .68% next year, and the proposed library budget reflects a 2.8% increase, a tax cap override resolution is required as follows:

"Whereas, the adoption of this 2016 budget for the Manlius Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

RESOLVED, that as required by state law at least sixty percent of the Board of Trustees of the Manlius Library voted and approved to exceed the tax levy limit for 2017 on November 17, 2016.”

Mr. Russell moved to approve the resolution which was seconded by Mr. Schlote. With a unanimous vote of 7-0 which constitutes greater than sixty percent of qualified board members, the resolution was adopted.

Old Business:

There was no old business.

New Business:

- *New Staff Appointments:* Ms. Oakleaf moved to approve the hiring and hourly wage rates of Library Page Elena Rivera and Library Clerk Haley Rogacki. Ms. Tanner seconded, and the motion passed with all voting in favor.
- *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.

There being no further business, Ms. Taborosi made a motion to adjourn which was seconded by Mr. Schlote. All approved, and President Steinberg adjourned the meeting at 6:56 p.m.

Respectfully submitted,

Margot Baxter
Secretary