

Manlius Library Board Meeting
Minutes
December 11, 2014

Members Present: Mario Bottoni, Mary Karpinski, Ron Russell, Dick Schlote, Karen Steinberg, Dee Tanner, and Bob Weiler

Members Not Present: Ginny Chimielewicz, Laura Pierie, and Mary Veeder-Civitello

Also Present: Library Director Matt DeLaney

Library Deputy Director, David D'Ambrosio, described his responsibilities as the library's Deputy Director. His role includes supervising some of the staff, coordinating staff scheduling, participating in library committees, managing three collections, facilitating two book clubs, overseeing the library's book sales, and setting up library displays and decorations.

President Steinberg called the meeting to order at 6:11 p.m.

President's Report (*Karen Steinberg*):

- There being no corrections or additions, Mr. Russell moved to accept the November 2014 minutes as written, and Ms. Karpinski seconded. All approved.

Treasurer's Report (*Mario Bottoni*):

- Ms. Karpinski made a motion which was seconded by Mr. Russell to accept the Treasurer's report presented at the November meeting. All approved.
- The Board agreed to postpone until the January meeting any discussion on the treasurer's report for December.

Directors Report (*Matt DeLaney*):

- Directory DeLaney will email an updated *Director's Report* to all board members reflecting corrections to some of the report's statistical information.
- Services and Priorities Survey: The survey has been sent to about 8,000 constituents and so far about 400 people have responded. Director DeLaney asked board members to encourage anyone they know to participate online through the library's website or by filling out a survey in-person at the library. Ms. Karpinski suggested sending the link for the survey to the contact person of each organization that uses library rooms and to place hard copies of the survey in the conference rooms for users to fill out.
- On December 4, 2014 Director DeLaney, President Steinberg, and Secretary Schlote participated in a webinar: ***Public Library Finance and the Trustee's Fiduciary Responsibilities*** offered by the New York State Library and the Library Trustees Association of New York State and presented by Jerry Nichols. The webinar provided a brief overview of a Library Trustee's role and responsibilities in public library finance and reviewed what trustees should know about their library's financial resources and revenue streams, investment and procurement policies, and internal controls.

Mr. Nichols emphasized the importance of public library's having an accrual-based accounting system and not a cash-based system. Mr. Bottoni transitioned the library into an accrual-based system in the fall, and he and Director DeLaney met with the library's auditors to discuss the

financial changes the library is incorporating. Mr. Nichols recommended that libraries change auditors every 5 years.

Ms. Steinberg noted that the Policies Committee has been focusing on writing general library policies, but will now work to identify, update, and develop financial policies that may be needed. President Steinberg recommended creating a Financial Policies Review Committee as a subcommittee of the Policies Committee. Mr. Bottoni and Mr. Russell agreed to review new financial policies before presenting them to the Board for approval.

Director DeLaney will email the link to the webinar for review by the rest of the Board.

Personnel Committee (*Dick Schlote*):

- As a result of the new modular staffing model which will be instituted in February 2015, changes to the Employee Handbook were necessary. The committee updated the appropriate pages in the Handbook to reflect the changes. Mr. Schlote made a motion to approve the changes to the handbook and Ms. Karpinski seconded. All approved and the motion passed.

Policies Committee (*Karen Steinberg*):

- The Board reviewed the Emergency Closing policy. Mr. Weiler suggested making the following change to #3 from:
“3. General health/safety emergency in the community or area surrounding the library.”
to:
“3. General health/safety emergency or other circumstances in which other governmental entities are closing.”

A motion to approve the Emergency Closing Policy incorporating the new language proposed by Mr. Weiler was made by Mr. Bottoni and seconded by Mr. Schlote. All approved and the motion passed.

Finance Committee (*Mario Bottoni*):

- 2015 Proposed Operating Budget: The proposed budget was presented at the November board meeting, and all trustees had reviewed the proposed budget prior to the December meeting. Mr. Schlote moved to accept the 2015 Proposed Operating Budget, and Mr. Russell seconded the motion which passed unanimously.

New Business:

- Holiday Closing Calendar: The Board reviewed the proposed library holiday closings for 2015. Ms. Karpinski moved to accept the holiday calendar, and Mr. Weiler seconded. All approved, and the motion passed.
- Tax Cap Override Resolution: This resolution requires approval by sixty percent of the board, and was read into the record by Director DeLaney as follows:

“Whereas, the adoption of this 2015 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 the Board of Trustees of the Manlius Library voted and approved to exceed the tax levy limit for 2015 by at least the sixty percent of the board of trustees as required by state law on December 11, 2014.”

Mr. Bottoni moved to approve the resolution which was seconded by Mr. Schlote. All members present voted in favor, and the resolution was adopted.

- 2015 Board Meeting Schedule: Director DeLaney proposed changing meeting dates from the second Thursday of each month to the fourth Thursday so the monthly financial reports presented at board meetings would more accurately reflect the library's monthly financial state. It was also proposed to change the annual meeting date from February to June because June is the end of the library's fiscal year. There were no objections to the proposals, but Director DeLaney will contact board members not present for their input. Changing the meeting dates will require amending the library by-laws.

There being no further business, Mr. Russell made a motion to adjourn which was seconded by Ms. Karpinski. All approved, and President Steinberg adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Margot Baxter
Recorder

The next meeting of the Board will take place on January 8, 2015 at 6:00 p.m.