

***Manlius Library Board of Trustees Meeting
Minutes
August 25, 2016***

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

Members Not Present: Ginny Chimielewicz, Mary Veeder-Civitello, and Bob Weiler

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

President Steinberg called the meeting to order at 6:00 p.m.

President's Report (Karen Steinberg):

- *June 23, 2016 Meeting Minutes:* There being no additions or corrections, Mr. Bottoni made a motion to accept the minutes as written. Mr. Schlote seconded, all approved, and the motion passed.
- Ms. Steinberg met with a potential board candidate. The nominating committee will meet with her toward the end of September for further discussion.

Treasurer's Report (Mario Bottoni):

- Income is predictable and on track.
- Total net income is \$70,000 ahead of budget.
- General and Administrative expenses exceeded budget due to the audit expenses occurring sooner than planned, but general expenses are under budget.
- Financial picture is healthy and well within budget.
- Mr. Russell made a motion to accept the Treasurer's Report as presented. Ms. Taborosi seconded, and all voted in favor.
- *Audit Report:* All board members had reviewed the *Report on Audited Financial Statements and Supplemental Data—Years Ended December 31, 2015 and 2014* prepared by Cuomo, Winters & Schmidt, Certified Public Accountants. The auditors determined the library's financial statements accurately present the financial position of the library in accordance with accepted accounting principles. Mr. Schlote moved to accept the audit report, and Mr. Russell seconded. All voted in favor and the motion passed.

Director's Report (Jennifer Milligan):

- Participation in the Summer Reading Program increased by 25% due in large part to the library's collaboration with the East Area YMCA. Final numbers on the reading program will be presented at the September board meeting.
- The library won a grant from the Community Foundation in partnership with the Central New York Library Resources Council (CLRC) for the deployment of three laptop computers with WiFi hotspots (*Internet Kits*) that can be loaned to patrons. This cost-sharing grant will provide the hardware and associated unlimited data plans for the hotspots for 18 months. Director Milligan pointed out that training is required for everyone before checking out a kit and a phone number for 24-hour tech support is also provided. There will be a press release and library

signage so the public will be aware of the *Internet Kits*. Circulation of the *Internet Kits* will begin in September.

- A grant to provide programming on the diversity of the Syracuse area was secured through State Senator DeFrancisco's office. Topics include pre-WWII immigration, African-American migration, the history of the Jewish population, and the current refugee immigration to the Syracuse area.
- Other fall programming continues in collaboration with Cazenovia College's Great Minds/Great Ideas Lecture Series, the Manlius Senior Centre's Great Decisions Discussion Group, and the Senior Centre's and Syracuse University's Aging Studies Institute lecture series.
- NYS construction grant monies for 2016 have been received and set aside for modifications to the children's section which will take place in October. The children's area is scheduled to be closed October 16-23 to replace the worn out carpeting, make safety changes to the stair railings between the lower and the upper children's sections, and make other modifications. Story times will be held in the teen room during the closure, and children's items will still be available for check-out. The construction grant also will allow for handicap accessible front doors to be installed.
- A 2017 construction grant application has been submitted to NYS. The focus of the 2017 grant is for upgrades to safety and security throughout the library as well as exterior safety lighting, improvements to address electrical issues in the staff office, and modifications to the library roof.
- August storms blew shingles off the roof peak over the library entrance. Repairs have been completed, however, additional modifications to the roof should occur prior to winter. Estimates have been solicited and will be sent to the board for review.
- Fayetteville Farmer's Market: One Thursday a month from July – October, the library is hosting a booth as part of the library's outreach program. Recipe cards, book recommendations and bookmarks, information on library services and programs, a selection of materials that can be checked out at the market, library card applications, and activities for children including scavenger hunts in the market area are featured. In August, 270 people stopped at the booth. Library staff are scheduled to be at the September 22nd market day as well as a date in October.
- TOPS Market in Manlius donated a large number of books for the library's outreach program. Books will be put in backpacks that the library collects during its Back to School Supplies Drive, and books will be given to the Food Pantry for clients to give to their children as Christmas gifts.
- The Food Pantry program is going strong and the library has received very positive feedback from pantry staff and clients.
- The Annual Fund Drive solicitation letter will be mailed with the September/October newsletter.

Old Business:

- There was no old business.

New Business:

- *Approval of Internet Kit Circulation Policy:* The Policy Committee reviewed, revised, and approved the policy prior to presenting it to the board. Board members also reviewed the policy in advance of the meeting. Ms. Baxter made a motion to approve the policy, and Ms. Taborosi seconded. All approved, and the motion passed.
- *Approval of Changes to By-Laws:* Board members reviewed the following amendments to the bylaws in advance of the meeting.

--Article II, Section 2 is hereby amended to state as follows:

“2. The Board shall consist of not less than nine (9) and up to fifteen (15) Members of the Board of Trustees (“Trustees”) elected at the Annual Meeting of the Library and the Board. Each Trustee must: (a) reside in the Fayetteville-Manlius School District or own real property in, or own an interest in an entity that owns real property located in, the Fayetteville-Manlius School District; (b) be over 18 years of age; and (c) be elected by a majority of persons over 18 years of age who reside in the Fayetteville-Manlius School District and who attend the Annual Meeting.”

--The following shall be added as Section 9 to Article IV of the Bylaws:

“9. Any notice or transmittal permitted or required by these Bylaws may be delivered personally, by mail, by facsimile, or by electronic mail (“e-mail”) to addresses or facsimile numbers provided to the Board of Trustees or the Director by the Trustee receiving the notice or transmittal. Special Meetings may be called as set forth in Article IV, Section 2 of these Bylaws on at least ten (10) days prior notice. A Trustee that did not receive adequate prior notice of a meeting may waive notice of the meeting by a signed writing or by e-mail or facsimile.”

Mr. Russell moved to approve the amendments to the bylaws, and Mr. Bottoni seconded. All voted in favor, and the motion passed unanimously.

- *New Staff Appointments:* Dick Schlote moved for the board to approve the hiring and hourly wage rate of Library Pages Brendan Cooper and Kathryn Masterpol. Ms. Tanner seconded, and the motion passed with all voting in favor.

There being no further business, Mr. Schlote moved to adjourn which was seconded by Ms. Taborosi. The motion passed unanimously. President Steinberg adjourned the meeting at 7:14 p.m.

Respectfully submitted,

Margot Baxter
Secretary