

***Manlius Library Board of Trustees Meeting  
Minutes  
January 25, 2018***

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

**Also Present:** Kerstin Spina, Library Business Manager

President Steinberg called the meeting to order at 6:05 p.m.

**President's Report** (*Karen Steinberg*):

- *November 17, 2017 Meeting Minutes:* The minutes were reviewed by board members prior to the meeting. There being no additions or corrections, Ms. Taborosi made a motion to accept the minutes as written which was seconded by Mr. Russell. The motion passed unanimously.

**Treasurer's Report** (*Bruce Ruppert*):

- *December 2017 Financials:* Board members reviewed the monthly report prior to the meeting.
  1. Building Reserve well-funded at 104% of budget.
  2. The actual budget at year end came in slightly below the approved 2017 budget. Donations received were greater than expected, and expenses were kept under budget. The Library is in a very strong financial position. The director and staff are doing well at keeping within budget.Ms. Kutzer moved to accept the Treasurer's Report as presented. Mr. Schlote seconded the motion. All approved, and the motion passed.

**Directors Report** (*prepared by Director Milligan and presented by Ms. Spina*):

- Board members were sent the *Director's Report* in advance of the meeting. Ms. Spina noted the following:
  1. New security systems are in place; some wiring issues still remain but are being addressed.
  2. Pooh Corner development and design are in progress, and construction in the children's area will begin soon.
  3. Children's Services Librarian, Kori Gerbig, resigned effective January 20, 2018. Applications to fill the position have been received with interviews to take place during the next several weeks.
  4. There is a new Family Services Coordinator at the Manlius YMCA. The library will be working with him to create a small library on site for Y members. Books can be read at the Y or taken home to keep.
  5. Ms. Tanner congratulated the library for partnering with *Becca's Closet*, a non-profit organization that donates prom dresses and accessories for free to high school girls. The library will be a collection point, and all donations will be delivered to the local Becca's Closet organization in Liverpool.
  6. President Steinberg noted the Executive Summary section of the *Director's Report* stated the library is busier than last year but circulation and attendance remain close to 2016 numbers. Ms. Spina said there are more events at the library and greater event attendance as well as more in-house use of technology and services but stable circulation of actual library items. A discussion followed as to how to capture patron use information as well as define what is happening differently at the library so proper resources can be put in place to best serve our patrons. Ms. Spina noted these are constantly evolving issues which are regularly evaluated and addressed by staff.
  7. Outreach and programming collaborations with Brookdale Senior Residential Center and the Manlius Senior Centre continue.

8. Youth Engineering Initiative, Mad Scientist, and Young Naturalist programs as well as “STEAM Powered Afternoons” are a major outreach focus for elementary and middle school students.
9. “Our Stories” series capturing oral histories of Manlius residents is taking off.
10. The Library is offering an early language program for kids, held in cooperation with the InterAct Language Center. The program focuses on the Spanish language and associated cultures, and is funded by a grant from NYS Senator John DeFrancisco.

**Board Member Reports on Library Programs:**

- Mr. Ruppert planned to attend November’s presentation on sports-related concussions but the program was cancelled. He attended the *a cappella* group performance by Colgate University’s Mantiphondrakes in December which was well-attended and very enjoyable.
- Ms. Tanner talked about the January program on the basics of dementia and Alzheimer’s disease. The attendees responded very positively to the presenter as well as the information given in the presentation and from the hand-outs. Ms. Steinberg suggested we offer the program again.
- Mr. Schlote spoke about his experience using Biblioboard Publishing. He also attended the January presentation on the *History of the FBI* which he observed had a large attendance. Given the timeliness of the presentation, there were many questions for the presenter from the audience.
- Discussion initiated by Ms. Tanner and Ms. Oakleaf focused on how the public learns about library programs and new ways to inform people about them.

**Old Business:**

*Patricia Infantine Scholarship:* This is the last year of this scholarship. There was discussion regarding the continuation of a scholarship.

**New Business:**

- *Nominating Committee:*
  1. Officers: The Committee will put forth a slate of officers at the Annual Meeting in March as follows:

President: Karen Steinberg  
Vice President: Kim Kutzer  
Treasurer: Bruce Ruppert  
Secretary: Margot Baxter
  2. New Board Members: The Committee interviewed a candidate for the board. The candidate’s resume was circulated, and Mr. Schlote spoke about the candidate’s credentials and experience noting that this person would bring leadership skills, human resource experience, and management skills to the board. President Steinberg made a motion to place the candidate’s name into nomination at the annual meeting in March. Mr. Russell seconded, and all voted in the affirmative.
  3. February Meeting: It was agreed the scheduled February meeting would not be held. The next meeting will be the combined Annual meeting and regular March board meeting to be held on March 22<sup>nd</sup>.
  4. NYS Annual Report Summary: Ms. Spina handed out draft copies of the Report to the board for review. When finalized, it will be included in the March/April newsletter.

There being no further business, Ms. Kutzer motioned to adjourn which was seconded by Mr. Ruppert and passed unanimously. President Steinberg adjourned the meeting at 7:36 p.m.

Respectfully submitted,

Margot Baxter  
Secretary