

***Manlius Library Board of Trustees Meeting***  
***Minutes***  
***May 25, 2017***

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

**Trustee Not Present:** Ron Russell

**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*):

- *April 27, 2017 Meeting Minutes:* There being no additions or corrections, Mr. Ruppert made a motion to accept the minutes as written. Ms. Chmielewicz seconded, all approved, and the motion passed.
- On behalf of the board, President Steinberg expressed gratitude to the community, the finance committee, and the library staff for the successful library budget vote on May 16.

**Treasurer's Report** (*Mario Bottoni*):

- Board members reviewed the monthly financial statements prior to the meeting.
- Mr. Bottoni noted that April was financially uneventful which is always a positive, and the library is operating well within its means.
- *Utility Expenses* now include a Fire Service Charge which covers the sprinkler system and other fire safety mechanisms.
- Ms. Taborosi moved to accept the Treasurer's Report as present. Ms. Kutzer seconded the motion which passed unanimously.

**Directors Report** (*Jen Milligan*):

- *Budget Vote:* Thank you to everyone who voted and especially to all those who supported the library. Director Milligan shared historic voting data about the Manlius Library budget vote as well as other county library budget vote outcomes.
- *Pollinator Garden:* Lisa and Tim Ballantyne of Ballantyne Gardens have begun their work on the library's new pollinator garden located in the courtyard adjacent to the rear library entrance. The garden is in memory of long time library volunteer, Carol Gilligan, and is funded through donations made in her honor.
- *Fayetteville Farmer's Market:* For the second year, the library will host a booth at the Market on the first Thursday of each month from May through October. Library staff will offer activities for families as well as library information and materials.
- *2017 FM Relay for Life:* Held at FM High School, staff members volunteered again this year and provided activities at their library booth which raised \$1,145 for the American Cancer Society.
- *Technology:* Numerous and varied tech classes are being offered. Patrons can opt for one-on-one tech assistance or attend group classes.

**Policy Committee (Margot Baxter):**

- *Employee Handbook:* The committee recommended two changes to the handbook:
  1. regarding the communication process for staff promotions and for the appointment of new hires other than for the Library Director position; and
  2. regarding the library contribution to the employee 401(k) plan.
- Mr. Bottoni made a motion to approve the changes to the employee handbook. Ms. Oakleaf seconded the motion which passed unanimously.

**Old Business:**

- There was no old business.

**New Business:**

- Board members discussed library programs they plan to attend throughout the year.
- Ms. Oakleaf thanked Director Milligan for participating in a Syracuse University iSchool video that Ms. Oakleaf uses in the graduate school course she teaches, *Reference and Information Literacy Services*.

There being no further business, Mr. Schlote made a motion to adjourn which was seconded by Mr. Ruppert. All voted in favor, and President Steinberg adjourned the meeting at 6:45 p.m.

**Patricia Infantine Scholarship:**

- The Patricia Infantine Scholarship was presented immediately following the board meeting. President Steinberg introduced the 2017 recipient, Ms. Gretchen Ayoub, a senior at Fayetteville-Manlius High School. Ms. Ayoub has been a library volunteer, serves as secretary for the Patriots Club at the high school and is a member of the ski and board club, the varsity tennis team, the Science Honor Society and National Honor Society. Ms. Ayoub plans to attend SUNY Geneseo in the fall to major in business. A reception was held after the presentation.

Respectfully submitted,

Margot Baxter  
Secretary