

***Manlius Library Board of Trustees Meeting  
Minutes  
June 28, 2018***

**Trustees Present:** Margot Baxter, Mario Bottoni, Bonnie Buelow, Ginny Chmielewicz, Charlie Collins, Kim Kutzer, Brian Lee, Bruce Ruppert, Ron Russell, and Piri Taborosi

**Trustee Not Present:** Megan Oakleaf

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

President Kutzer called the meeting to order at 6:02 p.m.

President Kutzer introduced Mr. Brian Lee who was vetted by the Nominating Committee to fill an open seat on the board due to Ms. Steinberg's resignation. Mr. Lee made a statement regarding his interest in serving on the board, detailed his personal and business background, and answered questions from board members. Mr. Collins made a motion nominating Mr. Lee to the board which was seconded by Ms. Taborosi. All voted in favor of the motion, and welcomed Mr. Lee to the board.

**President's Report** (Kim Kutzer):

- *May 24, 2018 Board Minutes:* The minutes were reviewed by board members prior to the meeting. There being no additions or corrections, Mr. Ruppert made a motion to accept the minutes as written which was seconded by Mr. Bottoni. The motion passed unanimously.
- *Meeting Schedule:* Library bylaws require a minimum of six meetings per calendar year. President Kutzer proposed scheduling regular board meetings during the following months: January, March, May, June, September, November, and December. Meetings will continue to be held the fourth Thursday of those months and will be held at 5 p.m. Mr. Russell moved to accept the meeting schedule as proposed. Ms. Buelow seconded the motion which was approved by all.  
Director Milligan will email board members the new meeting schedule as well as the new committee assignments, and she will post the meeting schedule on the library's website.
- Because the library will be closed to the public most of the week of October 8th due to the interior painting of the building, there will be a staff development day on October 11<sup>th</sup> which will include a staff and board get-together from 4-6 p.m. There will be a board member training session on October 25<sup>th</sup>.

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

- *May 2018 Financials:* Board members reviewed the monthly report prior to the meeting.
  - Revenue to date is down but expenditures on the collections and payroll are well under budget. Collections and payroll expenses will fall closer to budget by the end of the summer due to spending related to the Summer Reading Program (SRP) and the increase in staff during the summer months. Bookmark Café income and expenses are within budget.

Mr. Lee moved to accept the Treasurer's report as presented. Mr. Collins seconded, and all voted in favor.

- *Audit Report:* The library received a clean audit from the firm of Cuomo, Winters & Schmidt who conducted the audit during the week of April 30<sup>th</sup>. The auditors were impressed with Director Milligan's initiation of several new levels of reviews by the board Treasurer over purchases and check writing to increase transparency and scrutiny of the finances. The auditors suggested that monies in the restricted fund account from 1999 be transferred to the unrestricted Project Fund. Mr. Russell made a motion to designate the cash from the 1999 restricted funds to unrestricted funds, and Mr. Bottoni seconded. All approved the motion.

Mr. Russell moved, and Mr. Bottoni seconded to accept the audit report as written. The motion passed unanimously.

#### **Directors Report (Jennifer Milligan):**

- The SRP kick-off was June 27<sup>th</sup> with more than 900 children registered so far.
- Activities for the Great American Read Program include literary trivia nights scheduled at Scenic Root, All Who Wander, and Seneca Brew Pub. The trivia nights are hosted at these locations by Manlius librarians and staff. There were 40 participants who attended at Scenic Root on June 26<sup>th</sup>. Dates at All Who Wander and Seneca Brew Pub are July 10<sup>th</sup> and August 9<sup>th</sup>, respectively.
- Pooh Corner Grand Opening Party will be on July 7<sup>th</sup> with a special story time and activities all day long. Dr. Mary Veeder-Civitello whose donation made Pooh Corner possible will be in attendance along with Tim and Mary DeBlois whose creativity made the Corner come to life.
- Director Milligan is in the midst of planning the program for October's staff development day.
- Library staff will participate in the Manlius July 4<sup>th</sup> parade as well as Fayetteville's Party in the Plaza on August 16<sup>th</sup>.
- Staff continue to do outreach through programs with the Fayetteville Farmer's Market, FM Community Food Pantry, the Manlius YMCA, and the Manlius Police Department.
- Use of the library's Empire Park Pass is popular so the library has purchased a second pass. The library has also purchased two Onondaga County Park passes which include admission to the Burnet Park Zoo. Patrons may check-out the passes for a three-day period.
- Support from OCPL to its member libraries continues to be challenging due to OCPL staffing and budget issues. Updating the library's Memorandum of Understanding with OCPL is underway.
- The library is applying for a 2019 NYS Construction Grant with the hope of creating a study room in the downstairs area of the library near the teen room.

#### **New Business:**

- *Bylaws:* Approval for changes to the bylaws requires a minimum 10 day review period by the board. Because several modifications were needed, Director Milligan sent the proposed changes to all board members for review in an email dated June 7, 2018.
  1. *Resignation of an Officer:* In the event of the resignation of any officer, the proposed change to the bylaws would require the Nominating Committee to present an entire slate of officers for a vote by the board. The current bylaws do not address the procedure for replacing a new officer upon the resignation of a board officer.
  2. *Board Committees:* The bylaws currently delineate board committees that no longer exist and omit some committees that do. To allow greater flexibility and accuracy in board committees, the proposed change to the bylaws would require only those committees

that are the most necessary: the Executive, Nominating, and Finance . Other committees may be added/removed as deemed necessary by the board without requiring a change to the bylaws. Currently, other board committees are the Strategic Planning and the Policy committees.

Mr. Bottoni made a motion to accept the changes to the bylaws as proposed, and Ms. Buelow seconded the motion. All voted in favor.

3. *Employee Handbook*: Proposed changes to the *Employee Handbook* include language addressing paid family leave as required by NYS law; updating the dress code; and clarifications to vacation time and paid time off/leave of absences. After discussion, the proposed changes were tabled for further review.

4. *Library Scholarship*: The five year funding for the Pat Infantine Scholarship ended with the 2018 presentation in May to FM High School senior, Ms. Lydia Tantalo. President Kutzer proposed creating an annual Manlius Library Scholarship in the amount of \$1,000 to carry on the tradition started by the Infantine scholarship in recognition of the achievements of a local, graduating high school senior. The board concurred.

**Old Business:**

- *June Program Attendance Recap*: Director Milligan reported on behalf of Ms. Oakleaf who attended a “JiggleBugs” music and movement program with her son which was “a neat idea and a lot of fun.” They also spent some very enjoyable time in Pooh Corner.
- *Upcoming Program Attendance Schedule*: July—Ginny; August—Kim; September—Bruce

There being no further business, Mr. Bottoni made a motion to adjourn which was seconded by Ms. Buelow. All voted in favor. President Kutzer adjourned the meeting at 7:03 p.m.

Respectfully submitted,

Margot Baxter  
Secretary