

***Manlius Library Board Meeting***  
***Minutes***  
***September 22, 2016***

**Members Present:** Margot Baxter, Mario Bottoni, Ginny Chimielewicz, Dick Schlote, Piri Taborosi, Dee Tanner, and Mary Veeder-Civitello,

**Not Present:** Ron Russell, Karen Steinberg, and Bob Weiler

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

In President Steinberg's and Vice-President Russell's absences, Director Milligan facilitated the meeting.

Director Milligan called the meeting to order at 6:03 p.m.

- *August 25, 2016 Meeting Minutes:* There being no additions or corrections, Mr. Bottoni made a motion to accept the minutes as written. Ms. Tanner seconded, all approved, and the motion passed.

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

- Board members reviewed the Treasurer's Report in advance of the meeting.
- Income ahead of schedule; Expenses on target with *Payroll, Collections, Facilities, and General & Administrative* expenses slightly under budget at this point.
- Mr. Schlote inquired as to how the roofing issues might affect the budget. Mr. Bottoni and Director Milligan responded that the costs for the roof repairs will not affect the overall budget, but the *Capital Expenditures* category will reflect an increase.
- Mr. Schlote moved to approve the Treasurer's Report as presented. Dr. Veeder-Civitello seconded, and the motion passed unanimously.

**Director's Report** (*Jennifer Milligan*):

- Board members reviewed Director Milligan's monthly report prior to the meeting.
- It was noted that traditional circulation, electronic circulation, library events, event attendance, and wi-fi usage have all increased compared to 2015 YTD. Overall attendance and PC use have declined slightly compared to 2015 numbers.
- Operations Manager Marcia Short is working to schedule the roof repairs for October and is also coordinating the renovation work to be done in the children's area which will take place from October 16-23. When the renovations are finished, the 2015 construction grant project will be completed.
- Ms. Tanner noted all the collaborative activities being done with other area libraries and organizations.
- Ms. Baxter commented on the continued success of the annual Summer Reading Program, particularly the participation of youngsters through the East Area Family YMCA, which was a new outreach program developed by the library this year.

**Old Business:** None

**New Business:**

- OCPL is holding a training session regarding strategic planning on October 26 from 6:30 - 8:00 at the Manlius Library. Director Milligan participated in the program at NYLA last year and found it very worthwhile. OCPL's presentation is intended for library staff and trustees and presents a model for achieving a meaningful strategic plan. Trustees interested in attending should contact Director Milligan.

There being no further business, Mr. Schlote made a motion to adjourn. Dr. Veeder-Civitello seconded, and all approved. Director Milligan adjourned the meeting at 6:26 p.m.

Respectfully submitted,  
Margot Baxter  
Secretary