

***Manlius Library Board of Trustees Meeting  
Minutes  
September 27, 2018***

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

President Kutzer was present via cell phone audio. Ms. Oakleaf entered the meeting at 5:12 p.m.; Ms. Buelow entered the meeting at 5:52 p.m.

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

President Kutzer called the meeting to order at 5:00 p.m.

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

- ***June 28, 2018 Board Minutes:*** The minutes were reviewed by board members prior to the meeting. There being no additions or corrections, Mr. Collins made a motion to accept the minutes as written which was seconded by Ms. Chmielewicz. All voted in favor, and the motion passed.
- ***Strategic Planning Committee:*** This committee last issued a long-term plan in 2015 which has been completed. President Kutzer asked the committee to meet early in 2019 to begin the process of developing a new plan. Current committee members are Ms. Kutzer, Ms. Buelow, Mr. Ruppert, and Mr. Russell.
- ***Joint Committee Discussion:*** Ms. Kutzer and Ms. Milligan met with the co-presidents of the Fayetteville Free Library board of trustees to discuss the formation of a joint board/staff exploratory committee to evaluate and assess possible options for shared services with the goal of providing increased value to the F-M community.

Therefore, based on a motion made by Mr. Collins, seconded by Mr. Russell, and approved unanimously, the Manlius Library Board of Trustees RESOLVES that:

In recognition of our commitment to proper due diligence and to providing the best levels of service to our patrons and community, the Board and staff of the Manlius Library support the creation of a joint exploratory committee in cooperation with the board and staff of the Fayetteville Free Library to evaluate and assess the possible options for shared library services.

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

- ***August 2018 Financials:*** Board members reviewed the monthly report prior to the meeting. Mr. Ruppert noted that revenues through August are right on budget. Despite an increase in printing costs for the library newsletter and a small increase in utilities, we are currently under budget on expenses. The Bookmark Café is close to budget for yearly net income. The library is in a strong financial position. There being no concerns, Mr. Lee moved to accept the August financial report, and Mr. Bottoni seconded. All approved, and the motion passed.
- ***Finance Committee Recommendations and Fund Policy Update:*** The Committee followed up on recommendations made in the annual audit report. Mr. Ruppert has begun reviewing the bank statements on a monthly basis to look for any outstanding uncashed checks. He is also reviewing cashed checks on a spot basis to insure that the intended payee actually processed the check. The Committee proposed that the board raise the limit on items which are capitalized from \$500 to \$2500 and to raise the limit on prepaid expenses from \$50 to \$500. Because these changes would affect the Fund Balance Policy, the Policy Committee made the appropriate changes to the policy. The amended policy was presented to the board. Mr. Ruppert moved to accept the recommendations of both the Finance Committee and the Policy Committee. Mr. Collins seconded, and all voted in favor.

- **Account Signatories:** Due to the resignation of Karen Steinberg, it is necessary for her to be removed as a signatory on the library accounts held at NBT Bank. It was proposed to add Mr. Russell as a signatory. Mr. Ruppert and Director Milligan will remain as signatories. Mr. Bottoni moved to approve the three named signatories, and Ms. Taborosi seconded. All voted in favor, and the motion passed. President Kutzer noted that in accordance with the library's Conflict of Interest Policy as well as best practices, she has recused herself completely from any financial business transacted between the library and NBT.

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

- Director Milligan asked the board's approval to purchase new chairs for the Children's Room and the Community Room. The purchase of 100 chairs would cost approximately \$8000. Mr. Bottoni moved and Ms. Oakleaf seconded. All voted in favor.
- The Summer Reading Program was highly successful with 140 teens and 981 children participating, reading a total of 511,293 minutes and 21,132 books.
- There was a wonderful turnout for the Arabic Culture Day on September 22<sup>nd</sup>. The program was funded by a grant from NYS Senator DeFrancisco.
- The Great American Read program has been popular all summer and continues through the fall.
- Library staff members celebrated major work anniversaries in September: Pat Ruggeri (30 years); Karen Porcello (30 years); and Helen Vecchio (25 years). Congratulations and many thanks for their years of dedicated service!
- The library will be closed for painting at 5 pm on October 8<sup>th</sup> and will remain closed through October 14<sup>th</sup>. Patrons wishing to pick up hold requests will be able to do so on Wednesday, October 10 from 4pm – 6pm and Saturday, October 13 from 10am – 12pm.
- Staff development will be held on October 11<sup>th</sup> including a staff and board member dinner at the library.
- Staff will be going to the Fayetteville library for a joint breakfast on October 12<sup>th</sup>.

**New Business:**

- **NYS Construction Grant Assurances:** The application for a state construction grant has been completed. Director Milligan read the following Assurances into the record:

*The applicant hereby gives assurances of the following:*

*It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.*

*The project will begin land acquisition, construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.*

*The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.*

*In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10\* years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public"*

*This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in*

*accordance with the requirements of Education Law S273-a (as Amended by Chapter 57 of the Laws of 2007) and was read and duly adopted by the Board of Trustees of the Manlius Library at a legal meeting on September 27, 2018.*

Mr. Ruppert made a motion to accept the Assurances of the grant request. Mr. Collins seconded, all voted in favor, and the motion passed.

- **Sexual Harassment Policy:** NYS requires that a sexual harassment policy be in place by October 9, 2018. To that end, the Policy Committee submitted a policy for full board approval. Mr. Lee made a motion to accept the policy as written. Mr. Ruppert seconded, and the motion passed unanimously. Director Milligan noted that NYS also requires all employees to have annual training in recognizing and reporting sexual harassment.

**Old Business:**

- **Event Reports:**

President Kutzer participated in a finance segment with Young Adult Services Librarian Lori Finger as part of Ms. Finger's Adulting 101 for teens. Ms. Kutzer commented on how impressed she is by the entire program and how important it is for the library to offer it for teens.

In August, Ms. Baxter attended a literary trivia night held at Seneca Brew Pub in Manlius as part of the library's Great American Read (GAR) program. There was an excellent turnout, heated competition, and everyone had a great time. Trivia nights continue in September and October.

Ms. Buelow commented on all the GAR programming the library has offered throughout the summer. Director Milligan outlined "coming events" of GAR and noted that all associated events can be found on the library website ([www.manliuslibrary.org](http://www.manliuslibrary.org)) and in the library's newsletter.

Ms. Oakleaf commented on what fun it was to see the library represented in Manlius' July 4<sup>th</sup> parade especially seeing library storyteller Miss Karen riding in a convertible!

Event Attendance Reminders: October (Margot Baxter); November (Charlie Collins); December (Mario Bottoni)

There being no further business, President Kutzer made a motion to adjourn which was seconded by Mr. Russell. All approved. President Kutzer adjourned the meeting at 6:10 p.m.

Respectfully submitted,

Margot Baxter  
Secretary