

***Manlius Library  
2018 Annual Meeting  
March 22, 2018***

**Trustees Present:** Mario Bottoni, Ginny Chmielewicz, Kim Kutzer, Megan Oakleaf, Ron Russell, Dick Schlote, Karen Steinberg

**Trustees Not Present:** Margot Baxter, Bruce Ruppert, Piri Taborosi, Dee Tanner

**Also Present:** Business Manager, Kerstin Spina and Charles Collins

**Call to Order:** President Steinberg called the meeting to order at 6:10 p.m. in the Conference Room of the Library.

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

- **Welcome:** President Steinberg acknowledged Dick Schlote and Dee Tanner in absentia for their many years serving as trustees with this being their last official meeting. She commented that the board is in appreciation of the various ways they contributed during their terms and will be missed.

**Nominating Committee** (*Dick Schlote*):

- As Committee chair Mr. Schlote nominated Charles Collins to the Board of Trustees. He detailed Mr. Collins's credentials with emphasis on his extensive business background in the areas of management and human resources. Mr. Schlote then made a motion to accept the nomination. Ms. Kutzer seconded and all approved.

Ms. Steinberg will have Director Milligan schedule a trustee orientation with Mr. Collins. Ms. Spina confirmed she will work with Director Milligan to provide the necessary materials.

- The Committee nominated the following slate of officers for the year:

President: Karen Steinberg  
Vice President: Kim Kutzer  
Treasurer: Bruce Ruppert  
Secretary: Margot Baxter

No other nominations were made by the Committee or from the floor. Mr. Schlote moved to accept the recommendations of the Nominating Committee, and the motion was seconded by Mr. Russell. The motion passed unanimously.

**Approval of 2017 Manlius Library Annual Report to New York State** (*Kerstin Spina for Jennifer Milligan*):

- The Library's annual report to New York State was completed by Ms. Milligan and sent to Onondaga County Public Library after being reviewed and approved via an email vote. OCPL submitted the report to NY State. The motion to approve was then made by Ms. Kutzer, seconded by Ms. Oakleaf with full approval by the board.

There being no further business of the Annual Meeting, President Steinberg commenced the regularly scheduled March board meeting at 6:18 p.m.

***Manlius Library Board Meeting  
Minutes  
March 22, 2018***

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

- *January 25, 2018 Minutes:* The minutes were reviewed by board members prior to the meeting. There being no additions or corrections, Mr. Bottoni made a motion to accept the minutes as written. Mr. Collins seconded, and the vote for approval was unanimous.
- Ms. Steinberg will be reviewing the various board committees and requesting those trustees with the appropriate expertise to become members as needed to fill any open positions.

**Treasurer's Report** (Kerstin Spina for Bruce Ruppert):

- *February 2018 Financials*: Board members reviewed the report prior to the meeting. Ms. Spina noted the following:
  1. A new format of the treasurer's report has been prepared for better understanding of the financial data. Mr. Ruppert's remarks can be found in the Notes section at the bottom of each page. Ms. Oakleaf felt this revision to the report would be helpful for all trustees.
  2. Total Income is under slightly due to timing of donations and book sales. Utility expenses were high due to weather; however, will even out over the year. The technology overages are due to timing of purchases. Net Ordinary Income is ahead of plan, as well as Net Other Income for the Café. Overall, there are no concerns at this time.

Mr. Schlote questioned how books are priced for the book sales. Ms. Steinberg explained that the main objective of the book sales is to reduce the tremendous volume of donated books.

Mr. Schlote made a motion to approve the February Treasurer's Report. Seconded by Mr. Russell, all approved and the motion passed.

**Director's 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. While circulation is down, library attendance is increasing along with the wide use of technology. Use of the downloadable items continues to increase.
  2. Events and event attendance decreased due to a month without a children's librarian.
  3. Weather and illness have been challenging for both staffing and library usage.
  4. All the security upgrades have now been completed. The staff has been trained regarding panic buttons and the lockdown system. Ms. Steinberg asked for a review of the various security systems. Ms. Spina provided an overview with examples of how each enhances the security of staff and patrons. Mr. Bottoni questioned whether the panic buttons are location sensitive. Ms. Spina felt they would alert emergency personnel to the building, not an exact location within the library. This will be confirmed for the board at the next meeting.
  5. The Pooh Corner project is on target with construction scheduled to take place in April.
  6. Alyssa Tassone was hired as a Children's Librarian and started in February. She is quickly coming up to speed while focusing on planning a variety of children's programs. In collaboration with Lorie Finger, our summer reading program is well underway.
  7. The annual report to the public was prepared and included in the March/April newsletter.
  8. Collaboration and Outreach within the community continues as the committee meets monthly to review efforts in reaching the public. The AARP tax appointments are completely booked with on-going waiting lists should there be cancellations.
  9. Our wide range of programming such as Great Decisions, Teen coloring, STEAM Powered afternoons and story times continue as popular favorites.
  10. We're offering new book and language clubs, "hot topic" workshops, along with Kanopy, a new streaming service.

**Old Business:**

- Ms. Kutzer gave an overview of the Patricia Infantine Scholarship and is in receipt of this year's applications. She noted there are some impressive applicants to be considered. Once applications have been reviewed and winner selected the board will be notified. The scholarship presentation will take place after the May 24<sup>th</sup>, 2018 trustee meeting. After discussion regarding the continuance of a library based scholarship it was decided that the committee will meet and present options for new scholarship opportunities.

**New Business:** None

There being no further business, Mr. Bottoni moved to adjourn and Ms. Chmielewicz seconded. All approved, and President Steinberg adjourned the meeting at 6:57 p.m.

Respectfully submitted,  
Kerstin Spina  
Business Manager