

***Manlius Library Board Meeting***  
**Minutes**  
**January 8, 2015**

**Members Present:** Mario Bottoni, Mary Karpinski, Ron Russell, Dick Schlote, Karen Steinberg, Dee Tanner, Mary Veeder-Civitello, and Ginny Chimielewicz

**Members Not Present:** Laura Pierie and Bob Weiler

**Also Present:** Library Director Matt DeLaney

Public Services Coordinator, Claire Enkosky, describes her responsibilities. Claire is responsible for maintaining the library's website, creating and distributing the library's newsletter and e-newsletter, and helping to develop process that allow for communication and collaboration about the services provided by the library.

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

- There being no corrections or additions, Ms. Karpinski moved to accept the December 2014 minutes as written, and Ms. Tanner seconded. All approved.

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

- There are still a few items that need to be updated in our books, including inventory.
- Mr. Bottoni provides further explanation as to the balance sheet and other financial reports.
- Mr. Russell makes a motion to accept the Treasurer's report, and Mr. Schlote seconds. All in favor.

**Director's Report** (*Matt DeLaney*)

- Ms. Karpinski comments on trends and is impressed with OverDrive circulation numbers continuing to increase.
- A discussion ensues about eBooks and publisher's licensing for digital content.

**Scholarship Committee** (*Dee Tanner*)

- Ms. Tanner reports that applications have been distribute to local schools and to the library.
- The Scholarship Committee is currently coordinating with Pat Infantine to coordinate a time that she is available to attend the event.
- Over the next month the Scholarship Committee will gather to begin the process of selecting a winner.

**Strategic Planning Committee** (*Matt DeLaney*)

- Director DeLaney reports that a survey went out to library patrons through email, the website, and in the library and the library received nearly 500 responses.
- President Steinberg and Director DeLaney met with community leaders, including Manlius Police representative Kevin Schaefer, Manlius Fire Chief John Buskey,

Manlius Mayor Paul Whorrall, Manlius Senior Centre Director Marlene Macfarlane, and Manlius Town Councilor David M. Marnell, Sr.

- The Strategic Planning Committee will convene in early March to discuss next steps

**Old Business** (*Matt DeLaney*)

- 2015 Board Meetings: Prior to the January 2015 Board meeting, a proposed revision to the 2015 Board meeting schedule was distributed to the Board. The timing of the current Board meetings does not allow enough time to close out the books for the month prior so Treasurer's report cannot be completed and approved. Ms. Karpinski moved to accept a revised Board meeting schedule, and Ms. Veeder-Civitello seconds. All in favor.

**New Business** (*Matt DeLaney*)

- Director DeLaney explained that due to the library's new coverage model, some language needed to be clarified in the Employee Handbook. DeLaney explained that there were no substantial changes, but some language was revised to make current policies more clear. Mr. Schlote moved to accept the proposed Employee Handbook, and Mr. Russell seconds. The motion passed unanimously.
- Mr. Bottoni made a motion to create a Manlius Library PayPal account to allow the library to accept online donations through its website. Mr. Schlote seconded and the motion passed unanimously.
- Mr. Schlote moved for the Board to approve the hiring and pay rate of circulation clerk Kathryn Daughton. Mr. Russell seconded the motion which was unanimously approved.

There being no further business, Mr. Russell made a motion to adjourn which was seconded by Ms. Karpinski. All approved, and President Steinberg adjourned the meeting at 7:05 p.m.

Respectfully submitted,

Matt DeLaney  
Director