

***Manlius Library  
2017 Annual Meeting  
March 23, 2017***

**Trustees Present:** Ginny Chmielewicz, Kim Kutzer, Ron Russell, Dick Schlote, Karen Steinberg, Piri Taborosi, Dee Tanner

**Trustees Not Present:** Margot Baxter, Mario Bottoni, Megan Oakleaf, Mary Veeder-Civitello

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

**Call to Order:** President Steinberg called the meeting to order at 6:07 p.m. in the Conference Room of the Library.

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

- **Welcome:** President Steinberg officially introduced new trustee Kim Kutzer. Kim's professional background coupled with her experience on The Greater Manlius Chamber of Commerce board will add significant value to our library and she was welcomed with enthusiasm to the meeting.

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

- Mr. Schlote asked that it be added to the minutes that Kim Kutzer was added as a Trustee via an email vote.
- As Committee chair Mr. Schlote nominated Bruce Ruppert to fill an open trustee position due to Mary Veeder-Civitello's retirement from the Board of Trustees. He detailed Mr. Ruppert's extensive business career with a focus on his expertise in strategic planning. Mr. Schlote then made a motion to accept the nomination. Ms. Taborosi seconded and all approved.
- The Committee nominated the following slate of officers for the year:  
President: Karen Steinberg  
Vice President: Ron Russell  
Treasurer: Mario Bottoni  
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 Ms. Chmielewicz. The motion passed unanimously.

**Approval of 2016 Manlius Library Annual Report to New York State** (*Jen 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. President Steinberg along with Mr. Schlote noted the impressive level of detail and applauded Director Milligan for the work done to complete the report. The motion to approve was then made by Mr. Schlote, seconded by Mr. Russell 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 6:13 p.m.

***Manlius Library Board Meeting  
Minutes  
March 23, 2017***

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

- *January 26, 2017 Minutes:* There being no additions or corrections, Ms. Chmielewicz made a motion to accept the minutes as written. Mr. Schlote seconded, and the vote for approval was unanimous.

**Treasurer's Report** (*Jennifer Milligan for Mario Bottoni*):

- In Mr. Bottoni's absence, Ms. Milligan stated either she or Ms. Spina would answer questions or address comments from the board pertaining to the February financial report. Director Milligan noted a Hoopla refund due to a billing error has lowered collection costs. The higher than planned donations are attributed to the 2016 annual fund donations arriving in January and February. President Steinberg suggested the

board consider adding an “easy pay” link to our electronic newsletter as well as to the website. Ms. Kutzer made a motion to approve the February Treasurer’s Report. Seconded by Ms. Taborosi, all approved and the motion passed.

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

- Library visits are up in comparison to last year with circulation down slightly. The 3M ebooks platform will soon be discontinued due to increasing costs.
- Harold Jones continues to make additional donations of prints and books to the Audubon gallery. Impressive wood and glass display cases have been assembled to house a special collection of books. He has commissioned the creation of a catalog to detail the collection. A committee has met to begin planning an Audubon celebration to be held at the library on October 14<sup>th</sup>, 2017. A variety of programs and activities will be offered throughout the day.
- Insurance payment has been received, so repairs to the building due to the motor vehicle accident will start as soon as weather permits.
- The semi-annual book sale will be held March 24<sup>th</sup>-26<sup>th</sup> in the Senior Centre auditorium. This new location allows for a larger inventory of materials and ease of access.
- The Greater Manlius Chamber of Commerce Distinguished Citizens of the Year Award Dinner and Reception was held on March 7<sup>th</sup> at the Drumlins Country Club. The library was well represented with trustees and staff in attendance and the evening was enjoyed by all. President Steinberg commended Director Milligan in receipt of such a well-deserved honor.
- This spring the library will oversee construction of a pollinator garden in the rear courtyard funded by donations in memory of longtime volunteer, Carol Gilligan. This will provide an attractive and educational area for community members and library events.
- Planning is underway for participation in both the 2017 F-M Relay for Life held on May 13<sup>th</sup> and Fayetteville Farmer’s Market this summer.

**Policy Committee** (Jennifer Milligan for Margot Baxter):

- *Room Use Policy*: Modifications to the policy were previously approved by the Policy Committee. There being no further changes, Ms. Chmielewicz made a motion to approve the revised *Room Use Policy* and Mr. Russell seconded. All voted affirmatively, and the motion passed.
- *Public Posting Policy*: Modifications to the policy were previously approved by the Policy Committee. There being no further changes, Ms. Tanner made a motion to approve the revised *Public Posting Policy* and Ms. Kutzer seconded. The motion passed unanimously.
- *Emergency Closing Policy*: Modifications to the policy were previously approved by the Policy Committee. Director Milligan cited concern for commuting staff, extensive time spent monitoring weather conditions, and the rationale of being consistent with policies of other local libraries as valid reasons supporting such revisions. There being no further changes, Mr. Schlote made a motion to approve the revised *Emergency Closing Policy* and Ms. Taborosi seconded. All approved, and the motion passed.

**Old Business**:

- Director Milligan presented a summary of Library Talking Points to be used by trustees as well as personnel providing a framework of reference to highlight the library’s areas of strength. The list is meant to be a “living” document, continuously refined and updated, to summarize our specialties and developing areas of focus.

**New Business**:

- *New Staff Appointment*: Mr. Schlote moved for the board to approve the hiring and hourly wage rate of full-time Library Circulation Supervisor, Brenda McGrath. Mr. Russell seconded, and the motion passed with all voting in favor.

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

Respectfully submitted,

Kerstin Spina  
Business Manager