

***Manlius Library Board Meeting***  
***Minutes***  
***October 15, 2015***

**Members Present:** Margot Baxter, Ginny Chimielewicz, Mary Karpinski, Ron Russell, Piri Taborosi, Dee Tanner, Dick Schlote, Karen Steinberg, and Mary Veeder-Civitello

**Members Excused:** Mario Bottoni and Bob Weiler

**Also Present:** Library Director, Jen Milligan

President Steinberg called the meeting to order at 6:02 p.m.

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

- ***Board Minutes:*** Ms. Taborosi made a motion to approve the minutes of the September 17, 2015 board meeting which was seconded by Mr. Schlote. The motion passed unanimously.
- ***Board Committees:*** President Steinberg distributed copies of the members' committee assignments. She asked Director Milligan to arrange a meeting for the Planning Committee after the Centennial Celebration. The newly created Fund Raising Strategy Committee will meet once the Planning Committee has developed an initial objective.
- ***Bylaws:*** Director Milligan and President Steinberg reviewed and made revisions to the Library's bylaws. There was discussion as to whether the bylaws need to state an exact number of board meetings to be held each year and whether bylaws are required to mandate a separate annual meeting. Mr. Weiler will review the bylaws to make certain they conform with the law and best practices.
- ***Board Education Committee:*** There will not be a formal Education Committee, but President Steinberg and Director Milligan will seek input and provide opportunities for ongoing education of board members, particularly new members.

**Treasurer's Report:**

- In Mr. Bottoni's absence, Director Milligan presented the Treasurer's Report.
- The library's finances are in good shape; we are on track and under budget. The balance sheet shows higher income and fewer expenditures than anticipated. Some of the higher income is due to monies received from the construction grant which was not included in the annual budget. The Annual Fund expenses, normally paid out in October and November, were moved to September in connection with the Centennial Celebration.
- Director Milligan informed the board of some ongoing issues with Key Bank which the bank is trying to resolve. However, over the course of the next year she will meet with other institutions and gather information to determine the library's best course of action.
- Ms. Karpinski moved to approve the Treasurer's Report, and Ms. Tanner seconded. All approved, and the motion passed.

**Directors Report** (Jen Milligan):

- ***Centennial Celebration:*** All is ready for the Celebration on October 17<sup>th</sup>. State Senator John DeFrancisco has been invited as well as State Assemblyman Al Stirpe who cannot personally attend but will be sending a representative to read a proclamation. The generous gift of Audubon prints donated by Dr. Harold and Mrs. Barbara Jones will be unveiled. Dr. Jones will be introduced and will speak briefly about the collection. The new Teen and Technology Room will be revealed, and Digital Technology Librarian Emily Lunceford will be holding demonstrations of the library's newest digital service, Hoopla, as well as Mango Languages, and e-book services: Overdrive and 3M. Children's Storyteller Karen Porcello will hold a special morning story time followed by games, crafts, and activities organized by the Children's Services librarians and available all day in the children's area. Silent movies are scheduled in the Community Room throughout the day. A variety

of local and school musicians are scheduled to perform in the lobby area, making for a festive atmosphere. A photo booth for patrons will be available, and a videographer will capture the day's activities as both a historic record and for use in future promotional materials.

- *Programming:* Attendance at adult programs has experienced a slight decline this fall, because the "Informed and Shared" series was on hiatus. The series will resume in the spring. New programs starting in the fall and winter include DIY programs on Sunday afternoons for adults and teens and new children's programs on evenings and weekends. The library's regular, popular programs will continue, and a home repair series, a writers group, programs of historic interest, an Adopt-A-Platoon program (in conjunction with Veteran's Day), as well as a presentation by National Book Award and Pulitzer Prize winner Bruce Smith also are scheduled for the fall/winter.
- *Smart Watt:* The library has been approved for National Grid's Smart Watt program, and all fluorescent bulbs in the library will be replaced with LED lights which is estimated to save the library an average of \$4,700 annually.
- *Change in Provider:* In November the library will change to a different payroll, timekeeping and benefit company, saving approximately \$2,000 annually.
- *2016-2017 Budget:* Director Milligan has begun work on the budget with input from staff members. She will meet with Mr. Bottoni to continue budget preparation.

***Old Business:***

- *Collection Development and Maintenance Policy:* Discussion of this policy had been tabled at the July board meeting to allow for further review and editing. The policy was reviewed and revised by Director Milligan and Ms. Baxter and sent to the Policy Committee for additional review. The Policy Committee recommends adoption by the Board. There being no further comments or concerns, Dr. Veeder-Civitello moved to adopt the Policy, and the motion was seconded by Ms. Taborosi. All were in favor and the motion passed.

***New Business:***

- *Purchasing Policy:* The policy was reviewed by the Policy Committee and recommends adoption by the Board. After discussion, there being no additions or changes, Mr. Russell moved to adopt the Policy, and Dr. Veeder-Civitello seconded. The motion passed unanimously.
- *Credit Card Policy:* The policy was reviewed by the Policy Committee and recommends adoption by the Board. After discussion, there being no additions or changes, Ms. Karpinski moved to adopt the Policy, and Ms. Taborosi seconded. The motion passed unanimously.

There being no further business, Dr. Veeder-Civitello moved to adjourn. Ms. Karpinski seconded. All were in favor and the motion passed. President Steinberg adjourned the meeting at 6:51 p.m.

Respectfully submitted,

***Margot Baxter***  
Secretary