

Manlius Library Board Meeting
Minutes
March 26, 2015

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

Members Not Present: Laura Pierie

Also present: Library Director, Matt DeLaney

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

President's Report (*Karen Steinberg*):

- To allow enough time for discussion, President Steinberg introduced *New Business, Item G: State Library* regarding a telephone conversation initiated by Ms. Karpinski with personnel at the NYS State Library. Ms. Karpinski reported on her discussion with the State Division for Library Development regarding unification among some area libraries. President Steinberg followed up with information she received from OCPL on the topic, and the consensus of the Board was that there was no interest in pursuing the subject further.
- Mary Karpinski made a motion to accept the minutes of the January 8, 2015 board meeting with minor typographical changes. Dr. Veeder-Civitello seconded the motion, and the motion passed unanimously.

Treasurer's Report (*Mario Bottoni*):

- Mr. Bottoni said a dollar value has been assigned to each item in the library and that amount appears as *Inventory* under **Other Current Assets** on the Balance Sheet. The library's auditor will calculate depreciation which will appear on the next statement.
- Director DeLaney informed the board of OCPL's intention to initiate an automatic renewal policy on items checked out to patrons so patrons do not continue to incur fines. He pointed out this policy would have a major impact on library budgets and for some libraries it could represent as much as a 50% loss in revenue. For the policy to go into effect, member library boards would have to pass resolutions. Mr. DeLaney noted that Manlius has already prepared its budget for 2016 which includes income from fines. He noted that time is needed to plan and make adjustments if OCPL's policy is accepted, and he stressed the need to confer, coordinate, and gain consensus with other member libraries before moving ahead.
- Mr. Russell moved to accept the February Treasurer's Report, and Mr. Schlote seconded. All approved and the motion passed.

Director's Report (*Matt DeLaney*):

- Director DeLaney's resignation is effective May 1, 2015 which will allow him to meet with the auditors who will be at the library the last week of April. Mr. DeLaney will also be present at the April 30th board meeting.
- In his report, Director DeLaney noted over the last several years there has been a marked increase in the use of services offered by Manlius Library that traditionally have not been associated with libraries: notary, document scanning, meeting room use, and fax services. Manlius makes all these services (except fax) available for free. These types of services will become more and more important to the community as other entities don't offer them or charge a fee to users.

Patricia Infantine Scholarship Committee (*Dee Tanner*):

- Ms. Tanner reported that there are 6 applicants this year compared to 24 applicants in 2014. The Committee will meet and read the applications in April.
- Ms. Tanner asked the board to decide upon a date for presentation of the scholarship. The Board agreed to present the award at the May 28th board meeting and to follow the presentation with a reception for the scholarship winner and his/her family. Ms. Tanner will get in touch with Ms. Infantine to determine whether she is available to attend the presentation.

Personnel Committee (*Dick Schlote*):

- The Board retained retired Manlius librarian, Margot Baxter, as a consultant and member of the Search Committee.
- Dick Schlote, Karen Steinberg, Dee Tanner, Margot Baxter, and Matt DeLaney met and developed a plan for the new director search.
- A job description will be posted on both local and state-wide library websites by March 30th with an application deadline of April 17th. Ms. Steinberg has spoken with Syracuse University's iSchool Dean and Associate Dean and asked for their assistance in facilitating notification about the position or identifying candidates. The Committee hopes to begin interviews as soon as there are appropriate candidates.

Old Business:

There was no old business.

New Business:

- Fund Balance Policy/New Bank Account/Account Signatories: Director DeLaney distributed a policy for the board to review. As part of the policy, he would like the board to consider having separate bank accounts for the Scholarship Fund and for Fundraising.

He also explained that Chase Bank informed the library that it will charge \$200/month in fees for the library account. Previously no fees had ever been charged. Mr. DeLaney reviewed all the bank accounts held by the library and noted the library has multiple accounts at multiple banks. The Finance Committee made a recommendation to the board to close the Chase Bank account and authorized Director DeLaney to open an account with Key Bank.

Mr. Weiler said Key Bank will require a resolution from the Board to open an account but suggested the bank may have a standard resolution which also would include language authorizing a signatory/signatories to the account. He suggested Mr. DeLaney obtain a resolution from Key Bank and bring it to the board for approval.

Mr. Bottoni made a motion for Director DeLaney to start the process of opening a checking account at Key Bank by seeking a resolution from the bank. Dr. Veeder-Civitello seconded the motion which passed unanimously.

There was discussion regarding the amounts of money held in various accounts and the FDIC's insurance limits. Mr. Weiler noted that banks generally offer additional insurance for business-type accounts with large deposit amounts, and it would be wise to look into this further.

- Conflict of Interest Forms: Director DeLaney distributed a Conflict of Interest form to each board member. All members signed and returned the form to Mr. Delaney. These are forms that must be distributed and signed annually.
- New Staff Appointments: Mr. Schloted moved for the board to approve the hiring and hourly pay rate of part-time Circulation Clerks, Rachel Strickland and Jay Zintek. Mary Karpinski seconded the motion. All approved, and the motion passed.
- Director DeLaney said he had received a letter of resignation from board member Laura Pierie, effective immediately.

There being no further business, a motion to adjourn was made by Mr. Bottoni and seconded by Mr. Russell. President Steinberg adjourned the meeting at 7:16 p.m.

Respectfully submitted,

Margot Baxter
Recorder

The next meeting of the Board will be held on Thursday, April 30, 2015 at 6:00 p.m.