

***Manlius Library Board Meeting  
Minutes  
April 30, 2015***

**Present:** Ginny Chimielewicz, Mary Karpinski, Ron Russell, Dick Schlote, Karen Steinberg, Dee Tanner, and Bob Weiler

**Not Present:** Mario Bottoni and Mary Veeder-Civitello

**Also Present:** Library Director, Matt DeLaney and Business Manager, Kerstin Spina

President Steinberg called the meeting to order at 6:00 p.m.

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

- Ron Russell made a motion to approve the minutes of the March 26, 2015 board meeting which was seconded by Dick Schlote. The motion passed unanimously.

**Treasurer's Report:**

- In Mr. Bottoni's absence, Director DeLaney presented the Treasurer's Report. He noted the \$9,000 change in the Fixed Assets (Building) on the Balance Sheet from year-end 2014 to March 31, 2015. This change is due to the new floor project at the circulation desk which was planned.
- Profit & Loss Budget vs. Actual: There are a few items over budget at the end of the first quarter:
  - Maintenance and Repairs: all doors in the library were re-keyed which hadn't been done in 6 years
  - Postage: reflects an advance purchase of stamps
  - Legal Fees: incurred due to an employee termination
  - Payroll Expenses: paid severance and unemployment expenses in March and April to terminated employee. Payroll should return to normal in May.
  - Payroll Processing: fees from the current payroll processing company, Paychex, have increased over 100% in the last 5 years. Mr. DeLaney suggested looking into other payroll companies and said Mr. Bottoni would like the board to consider using his company for payroll processing. Mr. DeLaney noted, however, that Mr. Bottoni's company does not have an online employee time and labor system which means the library would have to engage the services of an additional company. Upon discussion, the board thought this was an impractical solution. Kerstin Spina will look into other payroll companies similar to Paychex whose services and fees would include both payroll processing and employee time and labor systems.

Mr. Schlote made a motion to approve the Treasurer's Report, and Mr. Weiler seconded. All approved and the motion passed.

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

- March 2015 library visits, circulation, website traffic, and program attendance have increased over March 2014. Adult program numbers include the AARP tax sessions. Mr. Russell asked how the statistics for the Director's Report will be tracked during the time the library is without a director? Mr. DeLaney replied that the statistics for the report are compiled by Public Services Coordinator, Claire Enkosky, and she will continue to do so.
- The library's annual audit is taking place during the week of April 27-May 1. Director DeLaney reported that the auditors will be asking the board to approve a policy to calculate the life of the library's fixed assets.
- Regents review classes begin May 10. Registration began on April 27<sup>th</sup>. This very popular program was coordinated this year by Young Adult Librarian, Heather Nelepovitz. New in 2015 is online registration

and expanding the number of classes from previous years' 12 classes to 19 classes. As of April 30<sup>th</sup> almost 500 students had already registered.

- Director DeLaney expressed his appreciation to Pam Gottheld, Adult Services Librarian and Volunteer Coordinator. Pam Gottheld, headed a successful book sale in April with sales totaling almost \$3,500. This is her first year overseeing the library's semi-annual book sale. She coordinated volunteers, worked the sale and has scheduled the second sale for November 15, 2015. Ms. Gottheld also organized the library's annual Volunteer Appreciation Brunch, held on April 19<sup>th</sup>. Over 40 people attended and had a great time.
- For board members who may not have met her, Director DeLaney introduced Kerstin Spina, Manlius Library Business Manager, who will be the Interim Library Director during the search for a new director. She has been transitioning with Mr. DeLaney for the past six weeks.

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

- Ms. Celine Chen will be awarded the Patricia Infantine Scholarship for 2015. Ms. Chen will be attending Columbia University in the fall to study neuroscience and visual arts. The scholarship presentation will be on a Tuesday evening that is convenient for the Chen family and for board members. Ms. Tanner will inform the board when a date has been set.

**Personnel Committee**: (*Dick Schlote*):

- Mr. Schlote gave a report on the search for a new director. The Search Committee met several times in preparation for candidate interviews. After reviewing all the applications, the Committee invited three candidates to the library for in-person interviews, and President Steinberg did a Skype screening interview with an out-of-town candidate. Committee members are speaking to candidates' references and hope to make a recommendation to the board upon completion of the reference checks. A special meeting will be held for the recommended candidate to make a presentation to the full board and to answer any questions they may have. The entire board and Search Committee members will then have an opportunity for discussion and will vote on whether to offer the directorship to the candidate.
- President Steinberg would like to schedule the candidate's presentation for Tuesday, May 12<sup>th</sup> at 6:00 p.m. All present agreed to the date and time. President Steinberg will contact the absent board members with the date and time.

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

- There are two potential candidates to fill the vacant seat on the board left by Laura Pierie. Mr. Schlote and Ms. Steinberg have met with one candidate, and they plan to meet with the other next week.

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

- *Approval of Brand Platform*: All board members should have received and reviewed the Brand Platform information sent to them. President Steinberg noted that developing the Brand Platform was not an easy process and took a great deal of time and effort. Director DeLaney is very proud of the results and said that it truly encompasses all aspects of the library and all constituencies it serves and what they believe in. Mr. DeLaney described the process and gave some background on how the platform came about. The next step is to determine how the library will relate the information in the platform to the library's mission and develop a strategic plan built off the branding message. President Steinberg commented that establishing a strategic plan will be a major focus of the new director, and Mr. Russell pointed out that a lot of time will be saved for the new director by having the completed brand platform.

Mr. Russell made a motion to accept the Brand Platform, and Ms. Chimielewicz seconded. The vote was unanimous, and the motion passed.

### Old Business:

- *Approval of Financial Policy:* Director DeLaney asked for comments on the previously circulated “Manlius Library Fund Balance Policy.” Mr. Weiler expressed concern that the defined target balance levels may bind future boards to act in a particular way when it may not be in the best interest of the library at the time. He asked that the policy be submitted to the library auditors for review, and the board agreed. Additionally, Director DeLaney will gather two years of data to see whether fund balances over the past two years meet the terms of the policy. Further action on the policy was tabled until the May meeting.

### New Business:

- *June Board Meeting:* Due to scheduling conflicts, the June board meeting will be held on June 18<sup>th</sup> and not on June 25<sup>th</sup> as previously slated.
- *401(K) Administrator Update:* Director DeLaney informed the board that former Director, Patricia Infantine, is still listed as the plan administrator for the library’s 401(K) plan. He noted that it is a conflict of interest for a plan participant to be the plan administrator and suggested a non-employee be named as the administrator. A motion was made by Ms. Karpinski and seconded by Mr. Weiler to name Mario Bottoni as the plan administrator. All voted in favor and the motion passed.
- *Town of Pompey Payment:* Director DeLaney spoke with the Town Supervisor who informed him the Town is unable to make their annual \$3,200 payment to the library this year because they did not want to exceed NY State’s property tax cap in their budget. During their discussion, Mr. DeLaney pointed out that the town’s \$3,200 contribution does not cover the cost of library services provided to Town of Pompey residents. The Supervisor said she hopes to be able to restore the funds in 2016.
- *New Staff Appointment:* Mr. Schlote moved for the board to approve the hiring and hourly pay rate of part-time Library Page, Emma Stein. Mr. Weiler seconded, all approved, and the motion passed.
- *Drafts of New Policies:* Director DeLaney will send out drafts of the “Collection Development Policy” and “Laptop Circulation Policy” to board members. Librarians Emily Lunceford and Tibbi Angelastro will attend a future board meeting to field questions about the policies.
- Ms. Karpinski reported on a workshop she attended for librarians and library trustees sponsored by OCPL: 2015-2018 Construction Grant Applications. She said the construction grants can be used for many kinds of projects including safety, building expansion, energy efficiency, accessibility, reconfiguration of space, or renovation, and OCPL will provide technical assistance in applying for grants. The application deadline has not yet been determined but will probably be the end of August or early September.

President Steinberg said the library applied for 2015 monies to cover upgrades to the Quiet Reading Room (install more outlets, redo the floor, replace furniture) but haven’t heard whether the grant will be awarded to the library. The library has to match any funds that NYS provides through their construction grants, so Ms. Steinberg noted the importance of being careful in what the library seeks in funding. She asked the Building Committee to start considering priorities for future construction grants.

There being no further business, Mr. Russell motioned to adjourn, and Mr. Weiler seconded. All approved. President Steinberg adjourned the meeting at 7:10 p.m.

Respectfully submitted,

Margot Baxter  
Recorder

***The next meeting of the Board will be held on Thursday, May 28, 2015 at 6:00 p.m.***