

***Manlius Library Board Meeting
Minutes
May 28, 2015***

Board Members Present: Mario Bottoni, Ginny Chimielwicz, Mary Karpinski, Ron Russell, Dick Schlote, and Karen Steinberg

Board Members Not Present: Piri Taborosi, Dee Tanner, Bob Weiler, and Mary Veeder-Civitello

Also Present: Kerstin Spina, Interim Director and Business Manager; Director-Designee, Jennifer Milligan; and Operations Manager, Marcia Short

President Steinberg welcomed Director-Designee Jennifer Milligan and called the meeting to order at 6:02 p.m.

President's Report (*Karen Steinberg*):

- Mary Karpinski made a motion to approve the minutes of the April 30, 2015 board meeting which was seconded by Ron Russell. The motion passed unanimously.
- Mary Karpinski made a motion to approve the minutes of the May 12, 2015 board meeting seconded by Dick Schlote. The motion passed unanimously.
- President Steinberg announced the appointment to the board of Ms. Piri Taborosi to fill out the term of Laura Pierie, who resigned in March. Ms. Taborosi's appointment will be until February 2017 at which time she will run for election at the Library's annual meeting. Ms. Taborosi will be in attendance at the July board meeting.
- President Steinberg expressed her gratitude to everyone who voted on the Library's 2015-2016 budget on May 19th. There was a larger than normal voter turnout, and the budget passed with a 68% approval rate.

Treasurer's Report (*Mario Bottoni*):

- April 30, 2015 Financial Report:
 - Balance Sheet as of April 30, 2015: The library is on budget.
 - Restricted Funds line item under **Equity** heading will be removed.
 - Profit & Loss Budget vs. Actual Budget (April 2015): Income is up but some expenses were also up. The Scholarship fund looks over budget but isn't because the expense will occur in May, however the check was written in April. There were some insurance refunds and program refunds.
 - Profit & Loss (January – April 2015): Everything close to being in line; Payroll expense increased in April but was under budget the previous three months. April reflects unexpected costs associated with terminated employees.
 - YTD vs. Actual: Overall income slightly under budget; overall expenses also slightly under budget.
 - Mr. Russell made a motion to approve the Treasurer's report which was seconded by Ms. Chimielwicz. All approved, and the motion passed.
- Insurance Quotes: Mr. Bottoni counseled that the board should be soliciting bids every 3 or 4 years for the library's insurance policies (liability, property, workers' compensation, etc.) and the board agreed. Ms. Spina will confer with Mr. Bottoni on the library's current policies and give him copies of the policies.

- Ms. Spina and Mr. Bottoni are continuing to review quotes from companies for payroll processing and time keeping.

Interim Director's Report (*Kerstin Spina*):

- Ms. Spina noted that the library has been running smoothly: all the staff know their responsibilities and are handling them well.
- Website traffic has more than doubled from April 2014 to April 2015.
- Adult program attendance: The variation in April 2014 (503 attendees) and April 2015 (347 attendees) is due to no longer including book sale attendance and art show attendance numbers.
- Technology classes continue to be popular and are growing.
- Ms. Karpinski commented on the newly included statistic on "Room Reservations by Outside Groups" which is an important area to track as it appears there is a lot of community interest in using the library's meeting spaces. Ms. Steinberg noted that in her discussions with leaders of local community groups, they indicated they would like to have more conference room space at the library. However, there is a delicate balance between letting outside groups use the rooms for meetings or programs and the library's need to use the rooms for library programs. Operations Manager Marcia Short commented that the library's *Room Use Policy* states that library-sponsored programs take priority over all other room reservations.

Building Committee (*Mary Karpinski*):

- The Committee (Board Members Mary Karpinski and Mario Bottoni; Staff Members Kerstin Spina, Marcia Short, and Claire Enkosky) has had 3 meetings to date.
- The Committee is focusing on improving the energy efficiency of the library. One of the possibilities they are considering is the installation of solar panels on the roof. They have received some quotes which were quite high.
- Ms. Short is working with National Grid to determine whether the library is eligible to participate in National Grid's Smart Watt program for small businesses which would include an energy audit and the potential for cost-sharing with National Grid for the installation of approved energy-efficient equipment.
- Ms. Spina contacted Amanda Travis at OCPL regarding the status of the library's application for a 2015 NYS Construction Grant. Ms. Travis confirmed that Manlius will be awarded a grant for \$25,000. The library will have to match that amount, and the funds will come from the library's Building Fund.
- OCPL is requesting that any library that plans to apply for a 2016 NYS Construction Grant should inform OCPL by June 1, 2015. OCPL does not need to have a written proposal or dollar amount of the grant request at this time, but potential areas of interest for a grant would be helpful. The application deadline has not been formally determined but will probably be late August or early September. Ms. Travis will keep libraries informed.
 - Ms. Karpinski said one potential project for a 2016 grant would be to redesign and reconstruct the existing stairs and railing in the children's area into a ramp for easier access from the picture book room to the upstairs room and to make it less likely for children to fall or hurt themselves on the stairs or railing.
- The Committee has observed that the library needs new furniture. However, grant funds cannot be used toward the purchase of furniture. Ms. Karpinski asked whether the library could raise money through an event linked to the library's Centennial Celebration? President Steinberg stated that new furniture purchases should be factored into the library's strategic plan. Ms. Karpinski encouraged all board members to walk through the library with a critical eye toward areas that need attention (*e.g.*, lighting, carpeting, walls, painting, etc.)

Old Business:

- *Centennial Anniversary:* There was a general discussion regarding the library's centennial anniversary and whether any celebration should be an adult only event or a family event? Should the event be at the library or off site at the Cavalry Club, for example? Ms. Steinberg said a committee needs to be formed to address multiple issues regarding the Centennial in particular and fundraising in general.
- *Policies:* President Steinberg said drafts of the *Collection Development Policy* and the *Laptop Circulation Policy* are on hold until after Ms. Milligan takes over as Director and has had an opportunity to review them and talk to the staff.
- *Board Committees:* President Steinberg asked the board to review the committee structure in order for the full board to discuss whether members are on appropriate committees given members' interests and skill sets.

New Business:

- *New Staff Appointment:* Mr. Schlote moved for the board to approve the hiring and hourly pay rate for Ms. Olivia Coloton who will be the summer support clerk for the Youth Services program. Ms. Karpinski seconded the motion which passed unanimously.
- *Purchasing:* Mr. Bottoni inquired whether the library has a policy regarding "buying local" for office supplies, bathroom supplies, Café supplies, etc.? Ms. Short replied that purchase decisions are based on best price and a company's reputation, regardless of the company's location. Ms. Karpinski asked whether the library could enter into joint purchasing agreements with the FM School District? President Steinberg reminded the board that the day-to-day operations of the library come under the purview of the Director, and the board should rely on the expertise of the Director and staff in making these decisions.

There being no further business, Mr. Bottoni made a motion to adjourn the meeting, and Mr. Russell seconded. All approved, and the meeting was adjourned by President Steinberg at 6:50 p.m.

Respectfully submitted,

Margot Baxter
Recorder

The next meeting of the Board will be held on Thursday, June 18, 2015 at 6:00 p.m.