

***Manlius Library Board Meeting  
Minutes  
June 18, 2015***

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

**Board Members Not Present:** Mario Bottoni, Ginny Chimielwicz, Piri Taborosi, and Mary Veeder-Civitello

**Also Present:** Library Director, Jen Milligan; Business Manager, Kerstin Spina; Digital Technology Coordinator, Emily Lunceford; and Public Services Coordinator, Claire Enkosky

President Steinberg called the meeting to order at 6:01 p.m.

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

- Upon review of the May 28, 2015 board meeting minutes, President Steinberg asked for a motion to approve. Ms. Karpinski so moved, and the motion was seconded by Mr. Russell. All were in favor, and the motion passed.

**Treasurer's Report:**

- Due to Mr. Bottoni's absence, a Treasurer's Report was not presented.
- Ms. Spina noted that there seemed to be some uncertainty after discussion at the May board meeting whether salaries were on budget. She clarified that salaries are well under budget for the year.

**Director's Report** (*Jen Milligan*):

- Director Milligan said that her first week and a half as Director has been quite busy but happily so. She praised the staff, and said "they have been great at keeping her engaged and informed." She has much to learn but is very excited by the challenge.
- The *Eagle Bulletin* will interview Director Milligan on June 23<sup>rd</sup> for an article in an upcoming edition.
- In discussing the monthly statistical report, Director Milligan noted:
  - May 2015 "Website Traffic" was double that of May 2014, indicating that patrons are using the website as a significant source of information. Additionally, 2015 was the first year online registration was offered for Regents Review classes which added to the increase in website traffic.
  - the number of programs and program attendance is somewhat less than 2014. The library has focused on providing fewer but more successful programs, which have attracted a higher attendance per program, rather than offering lots and lots of programs resulting in limited attendance. There will be an overall review of library programming after the summer reading program concludes.
  - the format for the Director's Report will change beginning with the July 2015 report.
- There was a general discussion regarding how the statistics outlined in the Director's report are determined. How are programs defined and counted? Should programs held in the library by

outside groups be counted? Is the same program held on multiple dates considered just one program? Director Milligan pointed out that no standard for defining programs and determining how statistics are developed exists across all libraries. Even though every library in New York State is required to annually submit these types of statistics to the State, it's impossible to know whether every library is using the same standard. Ms. Milligan and Ms. Enkosky will develop a way to define and meaningfully articulate the library's programs from a statistical perspective.

Ms. Karpinski said it is important to understand and track program numbers so they can be properly supported and staffed. Mr. Russell commented that statistics enumerated in the Director's Report should be used as a tool in developing the strategic plan.

**Building Committee** (Claire Enkosky):

- Ms. Enkosky presented an overview of the library's reconfiguration project made possible as a result of the 2014 NYS Construction Grant awarded to the library. Some of the changes in the new arrangement include: purchasing new and more accessible shelving for DVDs. The DVDs will be moved to a different location in the library. The former DVD area will have the magazine shelves from the Quiet Reading Room relocated there, and it will become a lounge area. The Quiet Reading Room will become the study area for teens. Ms. Enkosky invited the board members to do a walk-through with her at the conclusion of the meeting to further discuss the changes. Additionally, she will email a detailed plan of the building renovations to all the trustees.
- A community member has approached the library about donating a unique collection of valuable art for the community's enrichment. Director Milligan and Ms. Spina will meet with him to discuss a number of issues and concerns raised by the board regarding the donation.

**Centennial Committee** (Mary Karpinski and Claire Enkosky):

- There will be an all day celebration held at the library on Saturday, October 17<sup>th</sup> with food, music, games, and activities. In addition to recognizing the Library's 100<sup>th</sup> anniversary, it will be a great opportunity for the community to meet and greet Director Milligan and to see the reconfiguration of the library space. Detailed plans are still being developed.
- Ms. Karpinski said the Committee has planned for the Annual Fund solicitation to coincide with the Centennial Celebration. Invitations to the Celebration will include the Annual Fund appeal. She asked the board to consider April 2016 for a possible fund-raiser. However, there are many issues to be determined such as selecting a chairperson, forming a committee, recruiting volunteers, and deciding upon a theme and a location to hold the event.

**Public Relations:**

- Ms. Karpinski gave some background on her 2013 PR efforts when previous director, Matt DeLaney, was hired and noted that the hiring of a director, for example, is an area for which the board should be responsible for generating publicity. A general discussion followed regarding the delineation between board generated PR and PR that should be handled by library staff.

**Old Business:**

- Mr. Russell reminded the board that the Fund Balance Policy has not been voted on since being tabled at the April board meeting. Director Milligan said it will be placed on the July meeting agenda.

**New Business:**

- Laptop Circulation Policy: Emily Lunceford, Digital Technology Coordinator, presented the policy and fielded questions. President Steinberg requested the title of the policy be changed to make clear that the laptops are for in-library circulation and use only. Mr. Weiler requested that the third notation under the heading *Liability and Fines* be changed from “If a laptop is damaged while in use..... the patron may be fined up to \$1,000 based on damage assessment...” to “If a laptop is damaged **or corrupted** while in use..... the patron may be fined up to \$1,000 based on damage **or corruption** assessment...” Ms. Lunceford said the changes would be made. Upon board agreement to the changes in the policy, Mr. Russell moved to accept the policy, and Ms. Karpinski seconded. All voted in favor, and the motion passed unanimously.
- New Staff Appointments: Mary Karpinski moved for the board to approve the hiring and hourly wage rate of Library Pages, Samantha Short and Chloe Hoffman. Mr. Schlote seconded, and the motion passed with all voting in favor.

There being no further business, Ms. Karpinski made a motion to adjourn. Mr. Weiler seconded the motion, and all were in favor. President Steinberg adjourned the meeting at 7:06 p.m.

Respectfully submitted,

Margot Baxter  
Recorder

***The next meeting of the board will be held on Thursday, July 23, 2015 at 6:00 p.m.***