

Manlius Library Board Meeting
Minutes
July 23, 2015

Board Members Present: Margot Baxter, Mario Bottoni, Ginny Chimielwicz, Mary Karpinski, Ron Russell, Dick Schlote, Karen Steinberg, Piri Taborosi, Dee Tanner, Mary Veeder-Civitello, and Bob Weiler

Also Present: Library Director, Jen Milligan; Business Manager, Kerstin Spina

President Steinberg called the meeting to order at 6:03 p.m.

President's Report (*Karen Steinberg*):

- *New Trustee:* President Steinberg asked for a motion to appoint Margot Baxter to fill a vacancy on the board with a term ending February 2018. Mary Karpinski so moved, and the motion was seconded by Mary Veeder-Civitello. The motion passed unanimously.
- *Appointment of Secretary:* Dick Schlote retired as Secretary of the board and made a motion, seconded by Mary Karpinski to appoint Margot Baxter as interim-secretary until the 2016 Annual Meeting. All votes were in favor, and the motion passed.
- *Approval of June Minutes:* Ron Russell made a motion to approve the minutes of the June 18, 2015 minutes. Ginny Chimielwicz seconded the motion, all approved, and the motion passed.
- *Board Committees:* President Steinberg will email everyone a current list of board committees and their members. She asked the board to review the committees and let her know prior to the August meeting which committees best fit their skill set, interests, and time availability. Committee assignments will be made at the August board meeting.

Treasurer's Report (*Mario Bottoni*):

- *June 2015 Financial Report:* Mr. Bottoni presented the June YTD budget report. YTD income is ahead of budget and YTD expenses are to the good against income. Payroll, utilities, and collection purchases are under budget. Ron Russell made a motion to accept the June YTD Treasurer's Report and to accept the May report by incorporation. Dee Tanner seconded the motion, and all approved.
- *Bond Refinancing:* The current interest rate is 4.65% which Mr. Bottoni believes can be refinanced at 3.75% which could save over \$100,000 over the life of the bond. He has made numerous phone calls to the Onondaga County Industrial Development Agency (IDA) trying to determine whether there would be any pre-payment penalty on the bonds. The IDA has not yet responded.
- *Fund Balance Policy:* Tabled at the April board meeting in order to make minor changes, the policy was also reviewed by the library's auditors. Piri Taborosi made a motion to approve the revised policy, and Ginny Chimielwicz seconded. All were in favor, and the motion passed.
- *Payroll Processing Bids:* Mr. Bottoni presented three bids he had received from both local and national companies. All three bids are less than the amount the library pays to its current provider, PayChex. Business Manager, Kerstin Spina will review the bids. After discussion, Bob Weiler asked Director Milligan and Ms. Spina to meet with ADP, the lowest bidder, and report back at the August meeting.

Director's Report (*Jen Milligan*):

- Director Milligan asked board members for continuing feedback regarding the new format of the Director's Report as it changes and evolves.
- Library Programming for all ages is universally popular, and attendance at programs continues to increase over 2014 numbers.

- A gift of original Audubon prints by retired Syracuse University professor, Dr. Harold Jones, is moving ahead. Ms. Milligan and Ms. Spina met with Dr. Jones who is overseeing the framing of the prints and investigating hanging and lighting options for their proper display. In addition to his gift of the framed prints as well as the hanging and lighting accessories, Dr. Jones is also donating a small library of books on John James Audubon to augment the display. Karen Steinberg and Mary Karpinski inquired about Dr. Jones' willingness to be involved with PR activities surrounding the formal announcement of his gift and unveiling of the library display. Ms. Milligan and Ms. Spina believe he would be amenable.
- The Annual Fund Drive letters have been sent to the printer and will be mailed to Manlius residents the first week of October. The mailing will coincide with the library's Centennial Celebration.
- Materials for the building renovations, funded by a 2015 NY State construction grant, have been ordered. A proposal for a 2016 grant is underway and will include work related to accessibility (entrances, lighting, signage), and workflow and safety in the children's area. The 2016 grant application deadline is August 28, 2015.
- Hoopla, a streaming media service, will become available to Manlius patrons in Fall 2015. There have been numerous patron requests for this service which enables patrons to borrow audiobooks, e-books, comic books, movies, music, and television shows and download them to their Android or iOS devices. The library pays a subscription fee, and patrons use the service at no charge, but generally with a borrowing limit of 8 items per month. Mary Karpinski asked Director Milligan to give a preview of Hoopla at the August board meeting. Ms. Karpinski also suggested creating interest and excitement by setting up a viewing station in the library during the Centennial Celebration where staff would demonstrate how Hoopla operates, and patrons could take home a brochure outlining Hoopla's offerings.

New Business:

- *Collection Development and Maintenance Policy:* Margot Baxter requested discussion of the policy be tabled for a future meeting in order to review and edit the policy. All board members agreed to table discussion.
- *Surplus Property Policy:* Bob Weiler asked that discussion of the policy be tabled for a future meeting in order to review the proposed monetary amounts designated for surpluses set forth in the policy as currently written. All board members agreed to table discussion.
- *Employee Handbook:* Dick Schlote made a motion to approve the proposed changes to the Employee Handbook: eliminating the term "Deputy Director" and eliminating the paragraph on Floating Holidays. Mary Veeder-Civitello seconded the motion, and the motion passed unanimously.

There being no further business, Bob Weiler made a motion to adjourn which was seconded by Mario Bottonio. President Steinberg adjourned the meeting at 7:13 p.m.

Respectfully submitted,

Margot Baxter
Secretary