

***Manlius Library Board of Trustees  
Meeting Minutes  
August 14, 2014***

**Members Present:** Mario Bottoni, Mary Karpinski, Laura Pierie, Karen Steinberg, Dee Tanner, Mary Veeder-Civitello, and Bob Weiler

**Members Not Present:** Ginny Chmielewicz, Ron Russell, and Dick Schlote,

**Also Present:** Library Director, Matt DeLaney and staff member, Tibbi Angelastro

President Karen Steinberg called the meeting to order at 6:05 p.m.

**Staff Presentation:** Director DeLaney introduced Tibbi Angelastro, Director of Community Relations and Adult Services Coordinator. Ms. Angelastro spoke briefly to the Board about her role and responsibilities and gave members an opportunity to comment and ask questions.

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

- David Ayoub, Treasurer, has resigned from the Manlius Library Board effective August 8, 2014.
- Ms. Steinberg referred to an article (*New Little Free Library Pops Up*) in the ***Post-Standard*** of August 14, 2014 about a Little Free Library (LFL) that recently was added to a neighborhood in Westvale. She proposed that Manlius Library consider starting a Little Free Library. Discussion centered on placement of the LFL. Suggested sites were: (1) the new Kinney Drug shopping center, currently under construction, and (2) the Stickley factory. The board agreed that there might be value in asking Stickley about potential interest in books for their ESL employees. Ms. Pierie indicated that she had contacts at Stickley but would not be able to work on the project. Ms. Pierie and Ms. Steinberg agreed that Ms. Pierie would share her contacts at Stickley with Ms. Steinberg. Director DeLaney noted that issues regarding how staff time would be allocated to maintain, stock, and promote the LFL should be taken into consideration. He suggested that it might be helpful to work with a local youth group who could attend to the LFL's upkeep. Director DeLaney asked to table this topic until the September meeting so he can discuss the idea with the staff, and the board agreed.
- Point of interest: President Steinberg informed the Board about the opportunity, available to all NYS residents, to receive a library card from the New York Public Library which gives cardholders access to a vast selection of e-books and audio books.
- July 10, 2014 Board Minutes: There being no additions or corrections, Ms. Karpinski moved to accept the minutes as written. Mr. Weiler seconded, and the motion passed unanimously.

**Treasurer's Report:**

- A motion was made by Mr. Weiler and seconded by Dr. Veeder-Civitello to name Mr. Bottoni as Treasurer. The board voted on the motion, and it carried 7-0.
- Mr. Bottoni presented the Treasurer's report. He noted the library is transitioning to a new accounting system and commented on the revised format of the financial report. He has been meeting with Director DeLaney and bookkeeper Kerstin Spina on a regular basis to familiarize them with the new system. Mary Veeder-Civitello moved to accept the treasurer's report. Ms. Pierie seconded, and all approved.

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

- Mr. DeLaney asked for input on the format of the Director's Report: what would board members like to see or not see? Some members preferred more of a narrative rather than straight data; others suggested a focus on anomalies would be helpful so board members can be aware of issues that may need to be addressed. After discussion, it was agreed that a combination of data highlighted through narrative would be most informative.

- Director DeLaney commented on the “Tent Sale” (the ongoing book sale which was held in the center of the library from May through July.) The sale netted \$700/month each of the three months, which is a significant increase in sales over the same time period in previous years. The tent sale was an interesting experiment and is the kind of activity that needs further evaluation.
- The Summer Reading Program has been extraordinarily active and is on target to meet or exceed 2013 in terms of numbers of participants and pages read. Programming and program attendance have increased this summer. Children’s Librarian, Kori Gerbig, will be compiling final figures at the end of the month.

**Policies Committee** (Karen Steinberg and Mary Veeder-Civitello):

- President Steinberg and Dr. Veeder-Civitello presented for discussion the draft “Policy on Public Use of Computers and the Internet.” Mr. Weiler suggested including a short hold harmless disclaimer absolving the Library of any liability or responsibility by anyone misusing the library’s network. Director DeLaney will provide a copy of Time Warner’s provider agreement to Mr. Weiler for his review. He will draft a disclaimer, and the Board will revisit the policy at the September meeting.

**Old Business:**

- Director DeLaney previously emailed the 2013 OCPL Statistical Summary to board members and asked that they review it at their convenience.

**New Business:**

- Brand Platform meeting to be held from 5:30 p.m. to 7:30 p.m. on Friday, August 15. All board members, library staff, and volunteers were invited to attend, and 30 people have indicated they plan to participate. Director DeLaney will follow up with results at the September board meeting. Topics of discussion will include:
  - ✓ What is a brand platform?
  - ✓ What is the library’s message?
  - ✓ Who are we as an institution?
  - ✓ Why do we care about the library?
  - ✓ What do people like or dislike?
- Upon a motion made by Mary Veeder-Civitello, seconded by Mary Karpinski and unanimously approved, it was:
 

***Resolved that the Manlius Library will close during regular hours on Friday, October 3, 2014 for Staff Development Day.***
- The library’s centennial anniversary is in 2015. There is consensus for some sort of celebration to recognize this milestone. There may be volunteers who would be interested in organizing a celebration, and combining the centennial with the kick-off of the annual fund might be good public relations. Further discussion was tabled until the September meeting.

**Executive Session:**

- The board entered into Executive Session at 7:19 p.m. to discuss a personnel matter. The board reconvened in open session at 7:30 p.m. Upon a motion made by Mr. Weiler, seconded by Mr. Bottoni, and unanimously approved, the board authorized Director DeLaney to forgive a claim by the library against a specified employee for up to \$2,500 based upon a library clerical error.

Mr. Weiler made a motion for adjournment which was seconded by Dr. Veeder-Civitello. The motion carried unanimously, and President Steinberg adjourned the meeting at 7:33 p.m.

Respectfully submitted,

Margot Baxter  
Recorder

***The next meeting of the Board will be held on September 11, 2014 at 6:00 p.m.***