

***Manlius Library Board of Trustees Meeting
Minutes
January 24, 2019***

Trustees Present: Margot Baxter, Mario Bottoni, Bonnie Buelow, Charlie Collins, Megan Oakleaf, Bruce Ruppert, and Ron Russell

Not Present: Kim Kutzer, Ginny Chmielewicz, Brian Lee, and Piri Taborosi

Also Present: Jennifer Milligan, Library Director and Kerstin Spina, Library Business Manager

Vice President Russell called the meeting to order at 5:05 p.m.

President's Report (*Ron Russell*):

- ***November 15, 2018 Board Minutes:*** The minutes were reviewed by board members prior to the meeting. There being no additions or corrections, Mr. Russell asked for a motion to approve the minutes as written. Mr. Collins so moved and Mr. Bottoni seconded. The motion passed unanimously.

Treasurer's Report (*Bruce Ruppert*):

- ***December 2018 Financials:***
 - Due to an increase in grants and donations, income was slightly higher than budgeted for the year.
 - Expenses are under budget by \$87,000. Additionally, end of year salary adjustments had to be made to be compliant with the raising of the minimum wage and to move toward a more equitable salary plan for employees.
 - All the expense controls put in place are working well, and there are no financial concerns at this time.

Mr. Bottoni moved to accept the December Treasurer's Report, and Mr. Collins seconded. All voted in favor, and the motion passed.

Director's Report (*Jennifer Milligan*):

Director Milligan circulated a copy of the Manlius Library Annual Report to the community prior to the board meeting. Ms. Buelow made a motion to accept the annual report as presented which was seconded by Mr. Ruppert. All approved, and the motion passed unanimously. The report will be included in the March/April/May newsletter.

- The library is now "fine free" for children's and teen materials which has been welcomed with significant positive feedback.
- \$18,000 has been received so far in the annual fund drive. A separate \$5,000 donation was given to upgrade the locks on all the interior doors and to replace all the window blinds.
- In February, a teen study space will be constructed in the rear corner of the library. The space will have study carrels and will be the center for all the test and college prep materials. The room will also be available for tutoring.
- There were 102 attendees at the Harry Potter interactive movie event held collaboratively with Fayetteville Free Library on January 18th in the Manlius Village Center auditorium. Manlius staff hosted Fayetteville staff for dinner before the movie. The next movie event will take place at the Fayetteville Library on March 22nd.

- AARP tax return preparation begins in February continuing into early April. Tax preparers will be at the library two days a week to help people file state and federal returns. Appointments are required.
- A series of programs for teens and parents as they both prepare for college has been well attended.
- Chromebooks for use in the library will soon be replacing several of the library's old laptops.
- There were many fun holiday programs for all ages held in December. All were well attended.
- Patrons donated 45 sets of pajamas which were given to needy children as part of the Scholastic Book Pajama Program. Each child receiving new pajamas also received a book from Scholastic.
- Director Milligan is working on the mandated annual report to the NYS Department of Education/NYS Library Division of Library Development. In February, Director Milligan will email the completed report to the board for review. The report must be submitted to OCPL no later than February 15th. Because there is no February board meeting, an electronic vote on the report will be taken and that vote will be ratified at the regularly scheduled March 28th board meeting.

New Business:

- **Charter Change** (Director Milligan for President Kutzer): Discussions are taking place with the NYS Department of Library Development to amend the library's charter regarding the number of board members. Currently the charter allows for 9 to 13 trustees; the amended charter would allow for a range of 5 to 15 trustees. The Department of Library Development is in the process of drafting the amendment.
- **Nominating Committee** (Charlie Collins): The Committee vetted Ms. Linda Napier, Director of F-M Community Outreach, for a seat on the board. Mr. Collins detailed Ms. Napier's background, professional and volunteer experiences, and her desire to serve on the board. After board discussion, Mr. Collins made a motion nominating Ms. Napier to the board which was seconded by Mr. Ruppert. All voted in favor, and the motion passed unanimously.
- Director Milligan handed out an up-to-date list of board committee assignments.
- Ms. Oakleaf notified the board that she will be moving out-of-state over the summer and will have to resign her position at that time.

Old Business:

- **Event Reports:** In January, Mr. Collins attended a technology program on organizing and preserving digital photos. The event was well attended, and Mr. Collins noted that the handouts provided by Digital Technology Librarian, Stephanie Langer, are great resources.

Mr. Bottoni attended the January program of the three-part series, "Insights into Chinese Culture" which focused on history. He found it interesting but was disappointed in the attendance.

There being no further business, Mr. Collins made a motion to adjourn which was seconded by Mr. Bottoni. All voted in favor. Vice President Russell adjourned the meeting at 5:40 p.m.

Respectfully submitted,

Margot Baxter
Secretary