

***Manlius Library Board of Trustees***  
**~ Meeting Minutes March 28th, 2019 ~**

**Trustees Present:** Kim Kutzer (President), Margot Baxter, Mario Bottoni, Bonnie Buelow, Charlie Collins, Brian Lee, Linda Napier, Megan Oakleaf, Bruce Ruppert (Treasurer), Ron Russell (Vice President), Piri Taborosi, Ginny Chmielewicz

**Not Present:** N/A

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

President Kim Kutzer called the meeting to order at 5:05 p.m.

**President's Report:**

- **President's Report**
  - **Approval of Jan. 24, 2019 minutes**

**Motion:** Mario Bottoni

**Seconded:** Bonnie Buelow

**All voted in favor, and the motion passed.**

**Treasurer's Report** (Bruce Ruppert):

• **February 2019:**

Board approved purchases in 2018 of new chairs for \$7985 was not billed until 2019.

Technology purchases occurred in February that were originally planned for March. Pre-purchasing of postage at lower rate for Fundraising mailings.

Overall, running under, no concerns.

**Motion:** Charlie Collins

**Seconded:** Brian Lee

**All voted in favor, and the motion passed.**

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

Director Milligan shared that the construction of the teen study area is nearly complete. Also in the first week of May, the 2018 financial audit will occur. In regard to staff responsibilities and schedules, a more efficient library operation will provide back-up of key functions. The *Great Decisions* programming started in January in cooperation with the Senior Centre. AARP Tax appointments are full and began in February. Nearly 150 people attended our Chocolate Festival during winter break and we had very successful children's programs including a dinosaur dig and a balloon twisting class! In March, we are having a series of Academy Award movie screenings, a birthday party for Dr. Seuss, a US Census job fair, vision screenings for kids, tea with a T-Rex, and workshops on college planning, family finances, and real estate! We will also have the next interactive Harry Potter movie in collaboration with FFL, held at FFL.

The, OCPL is in the process of hiring a new director and will be making a recommendation to the OCPL board on March 20, 2019. The member directors met with the final two candidates. A committee of directors and board members is drafting an updated Memorandum of Understanding (MoU) with OCPL.

**New Business:**

The **Manlius Scholarship** update (Bonnie Buelow and Kim Kutzer). The scholarship due date has been extended to April 26 with hopes of reaching more candidates. After May's Board meeting, we will have a celebration to honor the winning applicant.

An updated **Laptop Circulation Policy** was shared. Updates include additional Chromebooks; time of return - a half hour before closing rather than 2 just an allotted two hours; the age that you can borrow laptops - 12 rather than the previous 18 years of age; and the late fee was taken out of the 2019 policy. A grant from Onondaga County may provide additional WiFi kits in 2019.

**Motion:** Bruce Ruppert

**Seconded:** Bonnie Buelow

**All voted in favor, and the motion passed.**

**Old Business:**

**Event Reports:** Ron Russell is looking forward to this month's "Beat the Sugar Habit"

There being no further business, Bruce Lee made a motion to adjourn which was seconded by Bonnie Buelow. All voted in favor. President Kim Kutzer adjourned the meeting at 6:00 p.m.

Until next time,

Bonnie Buelow, Secretary