

**Manlius Library Board of Trustees**  
**~ Meeting Minutes May 23, 2019 ~**

**Trustees Present:** Kim Kutzer (President), Mario Bottoni, Bonnie Buelow, Charlie Collins, Linda Napier, Ron Russell (Vice President)

**Not Present:** Brian Lee, Bruce Ruppert (Treasurer)

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

President Kim Kutzer called the meeting to order at 5:00 p.m.

**President's Report:**

- **Approval of March 28, 2019 minutes**

**Accepted:** Charlie Collins

**Seconded:** Ron Russell

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

**Treasurer's Report** (Jen Milligan due to Bruce's absence):

Matching funds for construction grant not yet moved from building reserve. Received \$8333.33 in NYS bullet aid. Interest returns much higher than anticipated. No concerns at this time.

Board approved purchase in 2018 of new chairs for \$7985 was not billed until 2019. Changing service providers for WiFi hotspots and paid for a year in advance. Overall, running under, no concerns.

Slight overrun in construction costs for teen study area.

Cafe is on target. Capital plan is on target. No concerns

**Accepted:** Mario Bottoni

**Seconded:** Ron Russell

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

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

Director Milligan shared that the increase for library funds in the FM budget vote passed. It was reported that it was the highest approval for Manlius Library since 2014; yet, the lowest voter turnout since 2014.

Our 2018 financial audit occurred the first week of May. Report will be ready for June meeting.

The director further reported that the Quiet Study Area is complete.

There has also been lots of positive feedback with the Fine Free policy for veterans.

In mid-May, Manlius Library, in conjunction with FFL, hosted an interactive Harry Potter movie night. There was a fabulous turnout; and again, lots of positive feedback from the community.

The website has been redesigned. It now features online resources and the *New York Times* best sellers list. Patrons should notice that there is an easier access to online resources and information about books.

Claire Lovell is the new Children's librarian. Alyssa Ali, the previous Children's librarian, has resigned due to a need to relocate geographically. Bill Loveland will take over Claire's previous position as the Marketing, PR, and Outreach librarian.

'Tis the season for Outreach programming. The Manlius Library has a presence for the following areas: Party in the Plaza; Relay for Life; Farmer's Market;

For the end of the school year, WCNY will stream review classes for high school regent's classes. Also, Claire and Lorie, the Children's and Teens' librarians will be visiting surrounding elementary and middle schools to promote this year's Summer Reading Program.

Coming soon... Binge Boxes! What are Binge Boxes? Well, they are themed-related movies or books for all patrons. The themed movies or tv shows holds the entire series for viewing at home or on the road. Whereas, the themed boxes may include bookmarks, advanced copies of books, etc. Lorie Finger and Tibbi are putting the boxes together.

A question was raised about discarded books. Discarded books may end-up in several areas around the community. Such places are the library book sale; books for the taking in local laundromats, the FM food pantry, Brookdale assisted living area, or the YMCA.

Circulation is steady. Downloads continue to be an increased share of our circulation.

**Accepted:** Linda Napier

**Seconded:** Ron Russell

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

### **New Business:**

Through an electronic vote, the board approved of waiving Veteran and Active Duty Military fines.

Janet Mallan was nominated to the Manlius Library Board of Trustees. She has various experiences across libraries and other non-profit boards. We welcome her to our board.

**Accepted:** Charlie Collins

**Seconded:** Ron Russell

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

**Old Business:**

Jen Milligan reported on the proposed charter modifications. Jen has been working with the NYS Department of Library Development to update our charter from 9-13 board members to 5-15. The charter needs to be reworked due to the verbiage in the current definition of the service area and will be updated to reflect census tracts. This work is being done by a firm hired by NYS.

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

Best,

Bonnie Buelow, Secretary