

**Manlius Library Board of Trustees**  
**~ Meeting Minutes June 27, 2019 ~**

**Trustees Present:** Kim Kutzer (President), Bonnie Buelow, Charlie Collins, Brian Lee, Janet Mallan, Linda Napier (via phone), Bruce Ruppert

**Not Present:** Mario Bottoni, Ron Russell (Vice President)

**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:**

- **Approval of May 23, 2019 minutes**

Accepted: Brian Lee

Seconded: Janet Mallan

All voted in favor, and the motion passed.

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

**Approval of May's Treasurer's report:**

- Expected increase in payroll in July and August due to summer staffing levels and retirement payout - Pat Ruggeri is retiring after more than 30 years of service! We wish her well. Other than that, the Manlius Library is ahead of net income plan. Overall there are no concerns for the Manlius Library's May profit and loss statements.
- For the Cafe Profit and Loss, the cafe is making money. There are no concerns at this time for the cafe.

Accepted: Charlie Collins

Seconded: Brian Lee

All voted in favor, and the motion passed.

**Audit Report for the Years Ended December 31, 2018 and 2017:**

- Cuomo, Winters, & Schmidt, CPAs recently completed their audit with no findings. Jen, Kerstin, and Bruce met with the auditors to discuss the final report which has been shared with all board members.

The board was made aware of some notes in the audit. The building is owned by the library, but if it ceased being a library it would need to be returned to the village unencumbered by debt. We currently have 10 years remaining on the bond for building the library addition.

The Audubon collection is not capitalized as part of the collection due to the cost of having the artwork appraised every year.

Accepted: Brian Lee

Seconded: Kim Kutzer

All voted in favor, and the motion passed.

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

Director Milligan shared that within the Programming and Events area of her report that the summer reading program had its kick-off yesterday, 6/25/19, with over 900 patrons visiting the library on that day!

Pat Ruggeri is retiring on July 20th. Ruggeri has worked in the technology services for 31 years! Helen Chamberlain is celebrating 20 years of service to the library. Thank you, Pat and Helen!

Also, on June 10th, Bill Loveland started working for the library as our new Public Service librarian. Welcome Bill!

The staff is taking an online mandated, NYS, sexual harassment prevention training through the ADP.

Manlius Library has been busy filling little libraries throughout the community - at Colonial Laundromat, the Manlius food pantry, Brookdale in both Manlius and Fayetteville, the Manlius YMCA, the Manlius Police Station, and Limestone. All donated books include a nice *Courtesy of Manlius Library* sticker.

Circulation is steady since 2018. New to circulation are binge boxes for both movies and books. To get all of our policies on a three-year review cycle, Jen will be sending out numerous policies to the board throughout the summer.

Accepted: Bruce Lee

Seconded: Janet Mallan

All voted in favor, and the motion passed.

**New Business:**

On July 10, 2019, Jen and Kim will be meeting with representatives from the FFL to discuss areas for increased sharing of services. Jen and Kim will report to the board during our September meeting.

**Old Business:**

No old business to share.

There being no further business, Kim Kutzer asked for a motion to adjourn the meeting. This motion was made by Charlie Collins, and seconded by Linda Napier. All voted in favor.

President Kim Kutzer adjourned the meeting at 5:40 p.m.

Best,

Bonnie Buelow, Secretary