

Manlius Library Board of Trustees
~ Meeting Minutes September 26, 2019 ~

Trustees Present: Kim Kutzer (President), Ron Russell (Vice President), Bonnie Buelow (Secretary), Bruce Ruppert (Treasurer), Mario Bottoni, Charlie Collins, Brian Lee, Janet Mallan, Linda Napier

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

President Kim Kutzer called the meeting to order at 5:03 p.m.

President's Report:

Approval of June 2019 minutes

Motion to approve the June 2019 minutes: Ron Russell

Seconded: Charlie Collins

All voted in favor, and the motion passed.

- The President shared updates from the Fayetteville Free Library (FFL) collaboration meeting that took place on July 10th with the library directors and board presidents. The two libraries are continuing to look for ways to align services and collaborate. The directors are meeting monthly to share best practices, align services, and coordinate programming. Current efforts include the development of a shared safe child policy, aligning newsletter schedules, interactive Harry Potter movie events, and aligning Hoopla and Kanopy services.

Treasurer's Report (Bruce Ruppert):

- Overall, everything is well within the budget and there are no concerns.
- The Finance Committee will meet to prepare for the November board meeting.

Motion to accept the August treasurer's report: Charlie Collins

Seconded: Linda Napier

All voted in favor, and the motion passed.

Director's Report (Jennifer Milligan):

- OCPL still is working through the issues resulting from the ransomware. Obviously, the outage had a large impact on our circulation statistics and generated fine revenue for the summer. With bare children's bookshelves, a "Little Free Library" was set-up in the Children's section with books donated by the library for children to take home.
- Once we were able to check books back in, the Manlius Library staff checked back in 12,000 books in 3 days!
- NYS mandated sexual harassment training took place online through ADP and was completed by all employees. This is an annual requirement for all employees.
- The library will be closed for a staff development day on October 25.
- We received notification of award of the construction grant for the quiet study area.
- An update to the library's network server will take place in October 13 and will provide increased security and back up. Alex is working with each staff member to evaluate their hardware and software and address any security issues.

New Business:

Insurance:

- Jennifer Milligan discussed potential additions to the library's insurance program, including cyber insurance and employment practices liability insurance.

Motion to include employment liability insurance but forego cyber insurance: Ron Russell

Seconded: Bruce Ruppert

All voted in favor, motion passed.

Policies:

- Over the summer, the board electronically reviewed and approved updates to the following policies:

- Whistleblower 7/15/2019
- Public Use of Computers and the Internet 7/22/2019
- Conflict of Interest 7/27/2019
- Surplus Property 8/3/2019
- Collection Development & Maintenance 8/13/2019
- Credit Card 8/20/2019
- Purchasing 8/27/2019
- Internet Kit 9/5/2019

Motion to accept list as presented and as approved: Ron Russell

Seconded: Mario Bottoni

All voted in favor, and the motion passed.

Charter Revision:

- The resolution to amend the library charter to change the range of trustees to be not less than five nor more than fifteen, to designate the service area utilizing census tracts, and to update the IRS language necessary for tax exempt status, was reviewed by the library board, including documentation to petition the Regents of the University of the State of NY regarding the resolution.

Motion to approve the resolution and petition as presented: Charlie Collins

Seconded: Mario Bottoni

All voted in favor, and the motion passed.

Old Business:

There being no further business, Kim Kutzer recommended adjourning the meeting.

Motion to adjourn: Brian Lee

Seconded: Janet Mallan

All voted in favor, and the motion passed. Meeting adjourned at 6:00 pm.

The next board meeting will take place on Thursday, November 21 at 5:00 pm.

Best,

Bonnie Buelow, Secretary