

***Manlius Library Board of Trustees Meeting  
Minutes  
November 21, 2019***

**Trustees Present:** Kim Kutzer, Ron Russell, Bruce Ruppert, Charlie Collins, Brian Lee, Janet Mallan, Linda Napier

**Trustee Not Present:** Bonnie Buelow, Mario Bottoni

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

**Guest:** Windy Cardarelli, SU MLIS Intern

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

**President's Report** (Kim Kutzer):

- *September 2019 Meeting Minutes:* There being no additions or corrections, Mr. Collins made a motion to accept the minutes as written. Mr. Russell seconded, all approved, and the motion passed.

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

- Board members reviewed the monthly financial statements prior to the meeting.
- Mr. Ruppert noted that income is slightly over plan and expenses are well under plan, the café is on plan, and we received our annual funding from the school district.
- Mr. Lee moved to accept the Treasurer's Report as presented. Ms. Mallan seconded the motion which passed unanimously.

**2020 Proposed Budget** (Bruce Ruppert & Jen Milligan):

- The finance committee met with Ms. Milligan and approved the budget prior to its distribution to the board.
- Board members reviewed the proposed 2020 budget prior to the meeting.
- Ms. Milligan provided an overview of the proposed budget which includes a 1% increase in the amount requested through the school district. Minor changes in budget allocations are a result of shifting purchasing priorities for collections. Increases in personnel costs are due to minimum wage increase impacts and rising costs of benefits.
- Mr. Ruppert moved to accept the 2020 Budget as presented. Ms. Napier seconded the motion which passed unanimously.

**Directors Report** (Jen Milligan):

- *OCPL:* Christian Zabriskie has been selected as the new OCPL Executive Director. Ms. Milligan was a member of the search committee. Work continues on bringing the system back to a "normal" state after this summer's ransomware attack. Three Chromebook/WiFi kits have been provided to the library from OCPL. This increases our ability to meet local demand.
- *Staffing:* Windy Cardarelli is working towards her MLIS at SU and is performing a management internship at the library this semester. An MLIS intern from Drexel University is also at the library, assisting with modifications to the catalog. A very successful and informative staff development day was held on October 25.

- *Programming:* The library had a very successful WriterCon and plans on continuing this event in the future. We are coordinating Great Decisions programming with FFL to offer an additional session in the spring. An interactive Harry Potter movie was held at FFL in November and will be back at Manlius in January. We had another successful fall book sale in November.
- *Public Relations:* Miss Karen was on a Parent Portal segment on Spectrum News for story times at the library. FFL & Manlius have been at numerous outreach events together this fall including Wicked Woods and Mall-o-ween.
- *Facilities:* One of the HVAC units failed and was replaced in November.
- *Technology:* The server upgrade was completed in October and the management console will be updated by the end of the year. This results in increased security, improved performance, and additional backup capabilities.
- Mr. Russell moved to accept the Director's Report as presented. Mr. Lee seconded the motion which passed unanimously.

**New Business:**

- Conflict of Interest forms were provided to board members in accordance with the library's policy requiring annual review.
- The 2020 meeting schedule was provided to all board members.

**Old Business:**

- As the replacement of the HVAC unit at ~\$18,000 was not budgeted and had been approved via email vote per the library's purchasing policy, the approval was read into the minutes. Mr. Collins made a motion to read the approval into the minutes. Ms. Mallan seconded the motion which passed unanimously.

The next scheduled board meeting will be held on January 23, 2020 at 5:00 pm.

There being no further business, Ms. Mallan made a motion to adjourn which was seconded by Ms. Napier. All voted in favor, and President Kutzer adjourned the meeting at 5:40 p.m.

Respectfully submitted,

Jennifer Milligan for Bonnie Buelow