

**Manlius Library Board of Trustees**  
**~ Meeting Minutes January 23, 2020 ~**

**Trustees Present:** Kim Kutzer (President), Bonnie Buelow (Secretary), Linda Napier, Bruce Ruppert (Treasurer), 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 5:00 p.m.

**President's Report:**

**Approval of November 2019 minutes**

Move to Accept: Linda Napier

Seconded: Ron Russell

All voted in favor, and the motion passed.

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

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

The treasurer, Bruce Ruppert, reports that the library's revenue is over which improves the state of our small reserve fund for unplanned issues. For instance, in November, the library unexpectedly needed to replace the HVAC unit on the roof and perform additional maintenance on the remaining units which also may be reaching end-of-life.

Move to Accept: Ron Russell

Seconded: Linda Napier

All voted in favor, and the motion passed.

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

Director Milligan shared that Onondaga County Public Library, OCPL, is still working through the issues resulting from the 2019 ransomware. Obviously, the outage had a large impact on circulation statistics for the year.

A committee has been formed across OCPL to evaluate our current ILS. Jen is a member of this committee. Jen is also attending government advocacy meetings with local representatives.

Christian Zabriskie, previously a branch administrator in Yonkers, began as the new OCPL Executive Director in January. He and his family live in Manlius. He is very engaged with the libraries across the county.

Both the Fayetteville Free Library, FFL, director (Heather Matzel) and Director Jen continue to meet monthly. Together, they collaborate and share best practices to include a joint safe child policy, coordinated summer reading programs; outreach measures; consistency in digital offerings, etc.

The charter amendment documentation was submitted to the NYS Department of Education, Department of Library Development and has been approved.

In mid-November, the annual fund requests were sent to previous donors. Donations are on track with previous years.

In the staff area, a security panel has been added and a new Volunteer Policy was put into

place to increase safety and security for staff and confidential data. For the most part, volunteers are adjusting well to the new policies. Staffing the café with volunteers continues to be a challenge. The library staff received NARCAN training and free NARCAN kits.

We will soon have a well-needed substitute librarian available.

The café will be undergoing security renovations. DeBlois Repair and Remodel will complete the construction.

At the end of February, Jen will attend the Public Library Association conference in Nashville. Lots is on the conference agenda, including strategic planning.

Move to Accept: Bruce Ruppert

Seconded: Kim Kutzer

All voted in favor, and the motion passed.

### **New Business:**

Jennifer Milligan shared the information about the new Safe Child Policy which is a co-policy with FFL. This policy is mostly needed during school and summer breaks. Often, kids are dropped off and not picked up, etc.

Patron Code of Conduct was revised and approved.

The Annual Report to the Public was submitted.

In preparation for the March Annual Meeting, please contact Kim if a Board Member is interested in changing their committee participation; no longer wishes to be an officer or is interested in taking on an officer position. Please also contact Kim and Charlie if you know of individuals who are interested in being a member of the board.

Move to Accept: Ron Russell

Seconded: Bruce Ruppert

All voted in favor, and the motion passed.

### **Old Business:**

On December 6, the Volunteer Policy was approved via an email vote and was ratified in this meeting.

Move to Accept: Ron Russell

Seconded: Bruce Ruppert

All voted in favor, and the motion passed.

President Kim Kutzer adjourned the meeting at 6:00 p.m.

Our next board meeting will take place on Thursday, March 26 at 5:00 pm.

Move to Adjourn: Bruce Ruppert

Second: Ron Russell

Best,

Bonnie Buelow, Secretary