

Manlius Library Board of Trustees
~ Meeting Minutes April 23, 2020 ~

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

Librarian Staff Present: Jennifer Milligan, Library Director

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

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

President's Report:

- The 2020 Board Committee Membership was discussed. Charlie shared the Nominating Committee Report. 2020 Committees are as follows:
 - Executive Committee: Chair: Kim Kutzer Members: Ron Russell, Bruce Ruppert, Bonnie Buelow
 - Finance Committee: Chair: Bruce Ruppert Members: Mario Bottoni, Ron Russell, Kim Kutzer
 - Nominating Committee: Chair: Brian Lee Members: Ron Russell, Kim Kutzer, Charlie Collins
 - Strategic Planning Committee: Chair: Kim Kutzer Members: Bruce Ruppert, Ron Russell, Brian Lee
 - Policies Committee: Chair: Charlie Collins Members: Brian Lee, Kim Kutzer, Linda Napier, Janet Mallan
 - Scholarship Committee: Chair: Bonnie Buelow Members: Linda Napier, Lorie Finger (YA Librarian)

Accepted: Charlie Collins

Seconded: Brian Lee

All voted in favor, and the motion passed.

- **NYS Annual Report Approval**

Accepted: Charlie Collins

Seconded: Bonnie Buelow

All voted in favor, and the motion passed.

- **Approval of January 2020 minutes**

Accepted: Janet Mallan

Seconded: Linda Napier

All voted in favor, and the motion passed.

Treasurer's Report (Bruce Ruppert):

Approval of March 2020's Treasurer's report:

The treasurer, Bruce Ruppert, reports that 97% of our revenue is from the school

budget. CoVid-19 has slighted things slightly - reduced income from patron services, fines & fees, cafe and donations due to closure on 3/17/2020. Some technology, programming, and some physical material collection costs will be deferred until reopening; whereas, the downloadable collection has increased significantly.

Accepted: Bonnie Buelow
Seconded: Charlie Collins
All voted in favor, and the motion passed.

Director's Report (Jennifer Milligan):

Jennifer Milligan shared a "shout-out" to her staff for engaging patrons during this CoVid / remote time. Currently, the Manlius Library staff is reaching out to staff in a variety of ways to include bulletins, social media, virtual programming. The director is also keeping in touch with staff with daily emails, and weekly staff meetings.

Director Milligan is proactively planning initial opening ideas for the Manlius library - no book donations or sales; no copier or fax; possibly no annual fund; no fines for the remainder of 2020; reconstruct parts of library - seating (six feet apart); plexiglass at circulation; working with Fayetteville Free Library's opening schedule; etc.

Accepted: Linda Napier
Seconded: Bruce Lee
All voted in favor, and the motion passed.

New Business:

Director Milligan is seeking financial approval for building changes to assure a safer opening.

Other areas discussed were:

- **Payroll Protection Program:** Board approved in February if we have significant costs related to the pandemic response activities. Continue to discuss as needed.
- **3-Year Review Policy Updates:** Board approved in February.
- **Public Posting:** Board approved in February.
- **Emergency Closing:** Board approved in February.
- **Room Use:** Board approved in February.
- **New Policy – Photography and Filming Policy:** Board approved in February.
- **Scholarship Committee – Selection & Reception**
 - May 28, 2020, prior to board meeting pending on CoVid
 - Recipient of the 2020 award: Nida Fazili.
 - Recipient was one of 9 entries this year.
 - This year, the Scholarship Committee expanded the entries beyond FMHS. Any HS senior and resident of F-M could apply. The application process changed as well. Applicants were to answer an additional question regarding suggestions as to how the Manlius Library could best meet the needs of teenagers.
 - A special thank you to Linda Napier and Lorie Finger for all their creative ideas and dedication to the Scholarship Committee.

Accepted: Janet Mallan
Seconded: Brian Lee
All voted in favor, and the motion passed.

Old Business:

No "Old Business" was discussed.

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

Our next board meeting will take place on Thursday, May 28 at 5:00 pm, if needed, we will meet virtually via Zoom.

motion of adjournment:

So Moved: Linda Napier

Second: Bonnie Buelow

Best,

Bonnie Buelow, Secretary