

Manlius Library Board of Trustees
~ Meeting Minutes September 24, 2020 ~

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

Librarian Staff Present: Jennifer Milligan, Library Director; Bill Loveland, Public Services Librarian

Not Present: Kim Kutzer (president), Mario Bottoni

Vice President, Ron Russell, called the meeting to order at 5:00 p.m.

President's Report:

First order of business was to review the June minutes.

Approval of June 2020 minutes

Accepted: Brian Lee

Seconded: Janet Mallan

All voted in favor, and the motion passed.

Treasurer's Report:

Next, treasurer, Bruce Ruppert, shared financial reports from the summer months. The library continues to waive fines during these pandemic months. Also, there have been no book sales nor cafe income. Additional finances have been needed for bee problem; hands-free sinks and flushometers.

In November, there will be a budget and audit review. Currently, auditors are saying all looks good.

Approval of August 2020 treasurer's report:

Accepted: Ron Russell

Seconded: Janet Mallan

All voted in favor, and the motion passed.

Director's Report:

Director Jennifer Milligan provided updates, such as in August, there were over 1300 curbside pick-ups! Other summer services were both computer and notary appointments. A new resource, *Brainfuse Helpnow*, has been added. *Brainfuse Helpnow* is an online tutoring service for K-12 students to better support homeschoolers and remote learners. *Brainfuse Helpnow* was made possible through a CLRC grant. In late September, the library is opening its doors for limited hours:

- 10-12 p.m. and 2-4 p.m. on Tuesdays, Thursdays, Fridays and Saturdays and
- 2-4 p.m. and 6-8 p.m. on Monday and Wednesdays.

The in-between times are for disinfecting.

To create a CoVid-safe library, the library has removed furniture to create socially-distant spaces. In addition, books and tangible resources continue to be quarantined for 7 days.

On other fronts, OCPL has had to furlough three-quarters of its staff since March. The biggest impacts this has had on Manlius Library is the delivery of resources and cessation of ILL services. Previously, deliveries were made every day; they are now three days a week.

A final order of business was the Employee Handbook updates. The Sick Leave topic was addressed and updated with NYS law.

Accepted: Charlie Collins

Seconded: Brian Lee

All voted in favor, and the motion passed.

Vice President, Ron Russell adjourned the meeting at 5:30 p.m.

Our next board meeting will take place on Thursday, November 19, 2020 at 5:00 pm, if needed, we will meet virtually via Zoom.

Motion of Adjournment:

So Moved: Janet Mallan

Second: Linda Napier

Best,

Bonnie Buelow, Secretary