

***Manlius Library Board of Trustees***  
**~ Meeting Minutes November 19, 2020 ~**

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

**Librarian Staff Present:** Jennifer Milligan, Library Director

**Not Present:** Mario Bottoni, Janet Mallan

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

**President's Report:**

First order of business was to review the September minutes.

**Approval of September 2020's minutes**

Accepted: Bruce Ruppert

Seconded: Ron Russell

All voted in favor, and the motion passed.

**Treasurer's Report:**

Next, treasurer, Bruce Ruppert, shared financial reports to include were the budget and audit reviews. Our financials look good as we receive 97% of our financials from the school district tax levy. The library has a strong financial foundation because of Jen's careful and thorough leadership.

As expected, there is a reduced income from patron services, fines and fees, and donations. In addition, as we reopen, technology, programming, and some physical material collection costs have increased, but overall costs in those areas are expected to remain below plan. Digital collection expenditures are over budget but will be offset by reductions in purchasing of physical materials. Significant reduction in operational expenses including janitorial, building maintenance, and utilities. Payroll costs will continue to underrun. Professional fees (audit) will be billed late in the fall due to pandemic delays in audit conduct.

On the other hand, the pandemic expenses are incredible, but necessary costs to our building. Specifically, installation of UV units in HVAC system, plumbing updates, and glass barriers have all been added.

Last the audit shared that our financial conditions are strong and that there were no audit weaknesses noted. The Audubon collection is not valued as part of the library collection.

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

Motion to approve: Ron Russell

Seconded: Brian Lee

All voted in favor, and the motion passed.

**Director's Report:**

Director Jennifer Milligan provided updates, such as building hours, services, and pandemic codes.

The library hours remain limited. There are 2-hour windows of time built in for deep cleaning. Curbside pickup is still available and encouraged. All programming remains virtual

and the community room, story time room, and conference room are not available for patron use. If hours are extended, we may need to cross teams; or if increases with quarantine.

For our collections, the Manlius Library continues to increase purchasing of electronic content to support demand. We are adding materials to the collection in support of homeschooling and remote learning. Collection development staff members are attending training for ensuring equity and diversity in our collections.

For programming, the Manlius Library continues to support online programming. Kids have access to 6 weekly story times, Up & Atom STEAM programming, Foodie Fridays, Grab & Go crafts, Homework 911, and more. Teen programs include weekly Take & Make crafts, book talks, teen trivia, and more. Adults may participate in the Manlius Informed, Racial Justice community book discussion group, book clubs, take & make craft kits, and, of course, more. Fall programming includes “grab & go” activity kits for kids, teens, and adults. The library continues to deliver materials to Limestone residents for those that do not have a way to get to the library. Last, we are providing paperback books with lunches that are being provided by the Senior Centre.

Beyond Manlius Library, the OCPL has had to furlough 75% of its staff. As a result, deliveries are limited – two or three times a week - and cataloging support is low. The remaining 25% of OCPL employees have been doing an incredible job keeping up the best that they can with all the extra duties.

If the county remains in the green and yellow, pandemic zones, then the library will remain open. The library will, however, adjust as needed. If the county goes to the orange level, then the library will return to curbside only. Of course, if Onondaga County goes into the red zone, then the library will close, and staff will work from home.

### **New Business**

For new business, the 2021 proposed budget was discussed. First, and foremost, it is hard to budget during pandemic times. The revenue is up slightly, and currently our expenses are similar to 2019; however, some priorities might have to shift. The finance committee recommended combining the project fund with \$350k of available cash into a reserve fund in the library’s sweep account with NBT.

#### **Approval of the Proposed 2021 Budget & Reserve Fund:**

Motion to approve: Brian Lee

Seconded: Charlie Collins

All voted in favor, and the motion passed.

The Employee Handbook has been updated to include a more detailed Pandemic Plan. New York state requires all public entities to have a pandemic plan. It is not required of Association Libraries, but highly recommended.

#### **Approval of the Pandemic Plan Modifications to the Employee Handbook:**

Motion to approve: Linda Napier

Seconded: Ron Russell

All voted in favor, and the motion passed.

Online Board Training has been in motion. Many members shared that it is a great opportunity to reflect upon their service and role.

The Conflict-of-Interest Forms do need to be signed by board members.

Linda made inquiries regarding the Scholarship Fund, specifically, “Where does money come from?” Jen shared that library donations support the Scholarship Fund. The fund is easily funded with non-taxpayer money.

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

Our next board meeting will take place on Thursday, January 28, 2021 at 5:00 pm, if needed, we will meet virtually via Zoom.

**Motion to Adjourn**

So Moved: Bonnie Buelow

Second: Linda Napier

Best,

Bonnie Buelow, Secretary