

***Manlius Library Board of Trustees***  
**~ Meeting Minutes January 28, 2021 ~**

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

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

**Not Present:** Mario Bottoni

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 November minutes.

**Approval of November 2020's minutes**

Accepted: Ron Russell

Seconded: Charlie Collins

All voted in favor, and the motion passed.

**Treasurer's Report:**

Next, treasurer, Bruce Ruppert, shared the December 2020 treasurer report. As the pandemic months continue so does the reduced income from patron services, fines and fees, and donations. On the brighter side, \$7000 received in end-of-year donations; thank you Manlius Library patrons!

The programming and physical material collection costs have increased, but overall costs in those areas remained below budget. On the other hand, to best meet the social distance needs, the digital collection expenditures are over budget. There were reductions in operational expenses including janitorial, building maintenance, and utilities. Payroll costs were also under due to reduced staffing.

The Manlius Library continues to make the facilities safe for staff and patrons. Thus, costs were incurred for an installation of UV units in HVAC system, modifications to the staffing areas, restroom modifications, glass barriers, PPE, and additional cleaning and reopening supplies.

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

Motion to approve: Janet Mallan

Seconded: Ron Russell

All voted in favor, and the motion passed.

**Director's Report:**

Director Jennifer Milligan provided updates on reopening, programming, and collections to name a few. Overall, the patrons have shared positive feedback with curbside and virtual services.

In mid-December, the library went to curbside and virtual services only due to the county having over a 5% 14-day average covid positivity rate for ten days. The hours of operation included staff to answer the phone and process curbside pickups from 1-9

Monday and Wednesday, 9-5 Tuesday, Thursday, Friday, and Saturday. All programming remains virtual and the community rooms are not available for patron use. The quarantine of incoming materials remains at 7 days.

Staff screening and scheduling of two separate teams continues to reduce infection risk.

If the number of positive cases continue to decline under 5%, then the Library will reopen on February 8. Any increase in hours will result in combining staffing teams to ensure coverage. Patrons will be limited to an hour visit which includes the amount of computer time per an individual's visit. The Fayetteville Free Library (FFL) is in sync with the Manlius Library hours and reopening date.

In order to best meet the demands of digital material, the library continued to increase purchasing of electronic content. For example, the Library increased materials to better support homeschooling and remote learning. Staff members attended training for ensuring equity and diversity in our collections throughout October and November. Next, staff will perform a diversity audit against our collection. The staff is investigating mechanisms for displaying the library's Audubon collection online.

Online programming has been available. Children's programming includes 6 weekly story times, Up & Atom STEAM programming, Foodie Fridays, and the very popular... Grab & Go crafts. For teens, Take & Make crafts, book talks, and teen trivia are available. Adults could partake in the Manlius Informed, Racial Justice community book discussion group, book clubs, take & make craft kits, and more! In 2021, the Great Decisions programming will still occur via Zoom. As tax season begins, the library is investigating possible ways of having tax appointments once we have patrons back in the building. For Limestone residents, the library continues to deliver materials for any patrons that are unable to get to the library.

In other administrative news, an updated strategic plan is in the works based upon the results of the staff survey and community survey. Focuses for the plan will include accessibility, diversity, and sustainability.

The delivery from OCPL is down to 2-3x a week and is not anticipated to increase.

### **New Business**

The Fund Balance Policy was updated to reflect the board's decisions related to creating a Reserve Fund from available cash and the previous Project Fund and instituting an annual review of additions/withdrawals to the fund.

Motion to approve the Updated Fund Balance Policy: Ron Russell

Seconded: Charlie Collins

All voted in favor, and the motion passed.

A new Circulation Policy was created to reflect operating policies that had not been documented and board-approved.

Motion to approve the Circulation Policy: Janet Mallan

Seconded: Ron Russell

All voted in favor, and the motion passed.

Annual Report to the Public information will be included in next month's newsletter and on the website.

Motion to approve the Annual Report to the Public: Brian Lee

Seconded: Charlie Collins

All voted in favor, and the motion passed

On April 1st, a NYS Report will be submitted. Prior to submission, an electronic vote will take place. The report is longer than typical years due to CoVid-related questions. OCPL needs to review before submission so votes will be needed before our March meeting and then the vote will be read into our March meeting minutes. The board members asked how the data is used. Milligan shared that the data is used for comparative purposes, as well as for funding and advocacy, while ensuring libraries are meeting NYS standards. Basically, it's a great advocacy tool!

### **Old Business**

In Old Business, Board member placements were discussed. Mario Bottoni rolls off the board at our March meeting, and all board members are encouraged to let Kim, Jen, and Charlie know if they have nominations for potential board members.

Board members should let Kim know if they are interested in changing board committees or are interested in a position on the executive committee.

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

Our next board meeting will take place on Thursday, March 25, 2021 at 5:00 pm via Zoom.

### **Motion to Adjourn**

So Moved: Charlie Collins

Second: Janet Mallan

Best,

Bonnie Buelow, Secretary