

Manlius Library Board of Trustees Annual Meeting
~ Meeting Minutes March 25, 2021 ~

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

Trustees Absent: Mario Bottoni, Ron Russell

Library Staff Present: Jennifer Milligan, Executive Director

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

President's Welcome:

President Kim Kutzer welcomed everyone to the meeting and presented the updates to the 2021 board committee membership.

Nominating Committee:

Dan Whelan was presented as a potential new board member by Brian Lee, a nominating committee member.

Motion to approve addition of Dan Whelan to the Board of Trustees: Charlie Collins

Seconded: Janet Mallan

All voted in favor, motion passed.

The slate of executive officers was presented by Charlie Collins, a nominating committee member.

President: Kim Kutzer

V-P: Brian Lee

Treasurer: Bruce Ruppert

Secretary: Bonnie Buelow

Motion to approve the 2021 executive officers of the Board of Trustees: Linda Napier

Seconded: Charlie Collins

All voted in favor, motion passed.

2020 Annual Report

The 2020 Annual Report to NYS had been previously sent to the board members for review. The contents were discussed with thanks to Jennifer Milligan for her thorough reporting and attention to detail.

Motion to approve the 2020 New York State Annual Report: Kim Kutzer

Seconded: Bruce Ruppert

All voted in favor, motion passed.

Motion to Adjourn the Annual Meeting: Linda Napier

Seconded: Bruce Ruppert

All voted in favor, motion passed.

Meeting adjourned at 5:09 pm.

Manlius Library Board of Trustees **~ Meeting Minutes March 25, 2021 ~**

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

Trustees Absent: Ron Russell

Library Staff Present: Jennifer Milligan, Executive Director

President of the Board, Kim Kutzer, called the meeting to order at 5:10 p.m.

President's Report:

President Kutzer welcomed Dan Whelan to the Board of Trustees and introductions were exchanged.

Motion to Approve January Minutes: Charlie Collins

Seconded: Linda Napier

All voted in favor, motion passed.

Treasurer's Report:

Treasurer Bruce Ruppert shared the February 2021 treasurer's report, reiterating the criticality of the funding from the tax levy. Expenses continue to be under budget due to covid-related staffing reductions. These expenses will increase as the library furthers with its reopening.

Motion to Approve February Treasurer's Report: Janet Mallan

Seconded: Brian Lee

All voted in favor, motion passed.

Director's Report:

Director Jennifer Milligan presented the Director's Report including the following:

As of March 4, Onondaga County public library staff became eligible to receive the covid vaccine.

- As of February 8, the library is open to the public:
 - Monday and Wednesday: 2:00 – 8:00
 - Tuesday, Thursday, Friday, and Saturday: 10:00 – 4:00
- Reopening policies and schedules are being coordinated with Fayetteville Free Library
- Visits are limited to one hour and masks are still required
- All programming remains virtual and the community room, story time room, and conference room are not available for patron use.
- Beginning March 8, the quarantining of incoming materials was reduced to 4 days.
- The goal is to cross teams and reopen for full hours (except for Sundays) on April 26th, dependent on local case rates.
- Noteworthy library news, Helen Vecchio is retiring after 28 years of library service! Once the library can truly celebrate Helen's years of dedication, they will.
- The first week of April is National Library Week.
- The library staff is continuing to be creative and flexible in their planning for programming. Summer programming may be able to utilize outdoor spaces or the village auditorium to offer in-person programming safely.

New Business **Strategic Plan**

The strategic planning committee presented the strategic plan which had previously been

sent to the board electronically for review and comment. The plan will be a living document, updated as public services and library operations continue to evolve.

Motion to Approve the Strategic Plan: Dan Whelan

Seconded: Charlie Collins

All voted in favor, motion passed.

Bylaw Updates

The Manlius Library Board of Trustee Bylaws were amended and restated to provide a more comprehensive document.

Motion to Approve Bylaws: Bruce Ruppert

Seconded: Charlie Collins

All voted in favor, motion passed.

Roku Kit Policy Updates

The Roku Kit Policy was updated for a 3-year review. Few modifications were necessary.

Motion to Approve Roku Kit Policy Updates: Brian Lee

Seconded: Janet Mallan

All voted in favor, motion passed.

Record Retention Policy

A new Record Retention Policy, developed by the Executive Director and Business Manager and reviewed by the library's financial auditors, was presented for approval.

Motion to Approve Record Retention Policy: Charlie Collins

Seconded: Linda Napier

All voted in favor, motion passed.

Scholarship Committee

The Scholarship Committee provided an update to the Board, reporting that nine F-M seniors applied for the 2021 Manlius Library Scholarship. The committee selected Celine Paliakkara, an active library volunteer, to receive the scholarship. The Scholarship Committee will share her essay with the Board of Trustees. Committee Chair, Bonnie Buelow will contact Celine to let her know that she is this year's winner!

The Scholarship Committee would also like to compile a list of the suggestions that applicants shared in their essays.

Adjournment

The Board thanked Jen and her staff for all that they are doing during these difficult times.

Next meeting: Thursday, May 20 at 5:00 pm potentially via Zoom

Motion to Adjourn: Bonnie Buelow

Seconded: Dan Whelan

All voted in favor, and the motion passed

Meeting adjourned at 5:52 pm

Best,

Bonnie Buelow, Secretary