

**Manlius Library Board of Trustees Meeting  
Minutes  
May 20, 2021**

**Trustees Present:** Kim Kutzer (President), Brian Lee (VP), Bruce Ruppert (Treasurer), Charlie Collins, Janet Mallan, Linda Napier, Ron Russell, Dan Whelan

**Trustees Absent:** Bonnie Buelow (Secretary)

**Also Present:** Jen Milligan, Executive Director

President Kutzer called the meeting to order at 5:03 pm

**President's Report** (Kim Kutzer):

- Congratulations to Linda Napier on her retirement from the F-M Food Pantry to be effective June 1<sup>st</sup>.
- Jennifer Milligan and Lorie Finger were able to meet with the scholarship recipient, Celine Paliakkara, and present her with the check and certificate. She is very grateful for the role the library has had in her life and we are hoping that she can join us in May 2022 for a scholarship reception that will include the 2020, 2021, and 2022 recipients.
- *March 2020 Board Minutes:* The minutes were reviewed by board members prior to the meeting and there were no additions or corrections.  
*Motion to Approve:* Bruce Ruppert  
*Seconded:* Charlie Collins  
All approved and the motion passed.

**Treasurer's Report** (Bruce Ruppert):

- Income is under budget due to decrease in interest and dividend payments.
- Expenses are being controlled to keep the overall budget healthy.
- The 2021 budget proposition was passed by the voters 921-315.
- A Library Finance 101 overview will be provided by Jen Milligan & Bruce Ruppert for interested trustees on Friday, June 4 at 1:00.
- *April 2020 Treasurer's Report:* Board members reviewed the monthly report prior to the meeting.  
*Motion to Approve:* Ron Russell  
*Seconded:* Janet Mallan  
All approved and the motion passed.

**Director's Report** (Jennifer Milligan):

- As Mr. Ruppert noted in the *Treasurer's Report*, the 2021 budget proposition was passed with strong support from the community. Director Milligan expressed her sincere gratitude to the FM community for its strong support of the Manlius Library.
- The library is now open normal hours Monday through Saturday and will remain closed on Sundays until after Labor Day weekend.
- In accordance with CDC and NYS DOH guidance, masks are no longer required for vaccinated individuals in the library. For patrons, this is being done on the honor system as the staff does not have the ability to check vaccination records. Staff will still wear their masks when they are not behind the glass barriers and are interacting with patrons.
- Indoor programming and room use is still postponed. A number of outdoor programs will be occurring this summer using the Village Amphitheater (story times, Shakespeare in the Park, puppet show) and the library's pollinator garden (book clubs, teen art program).

- A collection inventory was completed and is resulting in using lessons learned to improve training and processing of materials.
- NYSERDA is performing an energy audit at the library through an initiative in 2021 to provide NYS non-profits with free audits.
- The library's financial audit was performed on May 19 and results should be available to be presented to the board at the June meeting.
- OCPL is now providing Manlius Library material deliveries five days a week and the ILL services have been turned back on.

**Policy Updates:**

- *Social Media Policy*  
This is a new policy developed to address use of library social media accounts. The policy will be available on the library's website and social media pages.  
*Motion to Approve:* Ron Russell  
*Seconded:* Linda Napier  
All approved and the motion passed.
- *Employee Handbook*  
The Employee Handbook was revised and rewritten to increase readability and completeness while ensuring compliance with numerous new/updated federal and state requirements. Library staff will receive the updated handbook and a statement to be signed that they have read and reviewed the handbook. This signed statement will be updated annually.  
*Motion to Approve:* Dan Whelan  
*Seconded:* Brian Lee  
All approved and the motion passed.

The next meeting will be held on Thursday, June 24 @ 5:00 pm and may be held either in-person or virtually. Jen will communicate with the board regarding updated NYS requirements closer to the meeting date.

*Motion to Adjourn:* Linda Napier

*Seconded:* Janet Mallan

All approved and President Kutzer adjourned the meeting at 5:30 pm.

Respectfully submitted,

Jennifer Milligan

On behalf of Bonnie Buelow, Secretary