

Manlius Library Board of Trustees
~ Meeting Minutes November 18, 2021 ~

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

Librarian Staff Present: Jennifer Milligan, Library Director

Not Present: Janet Mallan, Dan Whalen

President of the Board, Kim Kutzer, called the meeting to order at 5:02 p.m.

President's Report:

The Board approved the September 2021 minutes.

Approval of the September 2021 Minutes:

Motion to Accept: Brian Lee

Motion Seconded: Bruce Ruppert

All voted in favor, and the motion passed.

Afterwards, we put into account the signatories of two Board members. Ron Russell is to retire from eight years of service with the Board at the end of 2021. Thus, Ron needs to be removed as a signer for the bank, and Brian Lee will step into that role as the new signer for the bank.

Removal of Ron Russell and addition of Brian Lee as account signatories:

Motion to Accept: Linda Napier

Motion Seconded: Bonnie Buelow

All voted in favor, and the motion passed.

Treasurer's Report:

Bruce Ruppert, the Board's treasurer, reviewed the October 2021 Treasurer's Report. Overall, the library is ahead of plan due to a successful book sale. Expenses are under due to lower staffing and programming costs related to the pandemic.

Approval of the Treasurer's report:

Motion to Accept: Charlie Collins

Motion Seconded: Brian Lee

All voted in favor, and the motion passed.

Director's Report:

Executive Director, Jennifer Milligan, updated the Board with the current standing of the Manlius Library. At the end of October, the library had a successful book sale. Also, in the beginning of November, the library had a staff day that allowed for both training and bonding for the staff. On November 19th, staff will continue training alongside the Fayetteville Free Library and the Town of Manlius Police.

At the end of 2021, Helen Chamberlain, will retire after 22 and a half years of Manlius Library service. She worked with technical services. Thank you for all that you have done for the

Manlius Library.

For years the clock upon the outside wall of the library has served as a trademark to the community. Unfortunately, the clock does not often tell the correct time, and it is difficult to maintain. Therefore, the library is asking for \$4,500 to update and reconfigure the internal workings of the clock so it is more easily maintained.

Children are still able to have connections with the library. The library continues to offer virtual programming as well as story times within the gym/auditorium, and grab-and-go kits.

Within the library, circulation has increased; and as a reminder... mask wearing is still mandatory.

New Business:

In 2022, the Board will continue to meet on the last Thursday of the month. Virtual meetings, however, are currently only allowed through January 15th. Thus, our next meeting will be in-person unless the governor extends the use of virtual meetings beyond January 15th.

Next, the Finance Committee recently met to discuss the 2022 Proposed Budget. Highlights include:

- 1.5% increase in tax levy.
- Planning to have two book sales and to reopen the café in 2022.
- Large planned increase within the utility budget.
- It is not forecasted to have an increase in staffing; however, there will be end of year increases to keep up with minimum wage increases.
- New York State Construction Grant is planned to include UV blinds to increase energy efficiency and protect the collection.
- Budget also includes two new book drops for patron accessibility and to protect materials.

Approval of the Proposed 2022 Budget:

Motion to Approve: Ron Russell

Motion Seconded: Brian Lee

All voted in favor, and the motion passed.

The Finance Committee proposes that \$50,000 be moved into the reserve account.

Approval to Move Identified Funds into Reserves:

Motion to Approve: Bruce Ruppert

Motion Seconded: Linda Napier

All voted in favor, and the motion passed.

The Sexual Harassment Policy was updated with minor modifications as part of a three-year review cycle.

Approval of Sexual Harassment Policy Updates:

Motion to Approve: Charlie Collins

Motion Seconded: Ron Russell

All voted in favor, and the motion passed.

The Collection Development & Maintenance Policy was also updated to clarify and codify the library's support of the development of a diverse collection.

Approval of Collection Development & Maintenance Policy Updates:

Motion to Approve: Brian Lee

Motion Seconded: Linda Napier
All voted in favor, and the motion passed.

A new Financial Oversight Policy was developed to codify existing practices.

Approval of Financial Oversight Policy:

Motion to Approve: Ron Russell

Motion Seconded: Charlie Collins

All voted in favor, and the motion passed.

By the end of 2021, all Board members will have fulfilled their two hours of mandatory Board Training.

Last, the Board was reminded to sign and turn-in the Conflict of Interest Forms in accordance with library policy.

To close, the Board recognized Ron Russell for his eight years of service on the Board. His perspectives and input will be sorely missed. Thank you to Ron for all that he has contributed to the well-being of the Manlius Library.

Kim Kutzer adjourned the meeting at 5:45 p.m.

Motion to Adjourn

So Moved: Bonnie Buelow

Second: Brian Lee

All voted in favor, and the motion passed.

Our next board meeting takes place Thursday, January 27th.

Best,

Bonnie Buelow, Secretary