

***Manlius Library Board of Trustees***  
**~ Meeting Minutes March 24, 2022 ~**

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

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

**Not Present:** Linda Napier, Dan Whelan

**Annual Meeting**

President, Kim Kutzer, called the Annual Meeting to order at 5:00 p.m.

**President's Welcome:**

President Kim Kutzer welcomed everyone to the Manlius Library 2022 Annual Meeting and reviewed the 2022 committee membership. Anyone interested in modifying their committee membership should contact Kim.

**Nominating Committee:**

Charlie Collins, chair of the nominating committee called for nominations to the Board of Trustees. No one was nominated.

The below Executive Committee was nominated:

Kim Kutzer, President

Brian Lee, Vice President

Bruce Ruppert, Treasurer

Bonnie Buelow, Secretary.

**Approval of Nominated Executive Committee:**

Motion to approve: Janet Mallan

Seconded: Kim Kutzer

All voted in favor, and the motion passed.

Janet Mallan and Linda Napier have agreed to serve an additional term; thank you for your commitment to your roles as Trustees.

**2021 New York State Annual Report**

Director Jen Milligan provided an overview of the 62-page, 2021 New York State Annual Report for Public and Association Libraries which had been shared with the board and asked for questions.

### **Approval of the 2021 New York State Annual Report:**

Motion to approve: Charlie Collins

Seconded: Brian Lee

All voted in favor, and the motion passed.

### **2021 Strategic Plan Status**

Director Milligan discussed the Strategic Plan Implementation Status. Highlighted areas of the plan included our system for measuring and assessing the diversity of the library's collections and programming.

Another area discussed was increased energy efficiency in support of the strategic goal of sustainability. The library installed new blinds on March 23 to help save energy and protect collections. The library has also investigated large ceiling fans for the circulation area to increase heating effectiveness

### ***At this time the Annual Meeting shifted to the Regular March Meeting.***

#### **President's Report:**

President, Kim Kutzer, called the Regular Meeting to order at 5:11 p.m.

First order of business was to approve the January 2022 minutes.

#### **Approval of the January 2022 Meeting Minutes:**

Motion to Approve: Charlie Collins

Seconded: Bruce Ruppert

All voted in favor, and the motion passed.

#### **Treasurer's Report:**

Bruce Ruppert, the Board's treasurer, presented that the library continues to be in good-standing. The library is currently seeking quotes for repairs to their handicapped accessible doors as well as other external doors. Recently, the library purchased new book drops and placed the down payment for blinds in the café and children's area. All purchases are within budget.

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

Motion to Approve: Brian Lee

Seconded: Janet Mallan

All voted in favor, and the motion passed.

#### **Director's Report:**

Jen Milligan informed the board that there has been a reorganization of staffing and Laura Major has joined the library staff as a new Programming Librarian.

Good news, the library's new furniture for curbside pickup has finally arrived after a 10

month wait!

The library has collaborated with the MOST for a pass to the museum for 2 adults and 2 children. Hopefully this will be ready to circulate by spring break.

The current goal is for the library to return to full, in-person programming as of June !  
Recently, the library has noticed an uptick in program attendance... such hopeful news!

### **New Business:**

#### **3-Year Review Policy Updates**

It's been 3 years since our Laptop In-House Circulation Policy has been updated and reviewed. Updates were minor in nature.

#### **Approval of the Laptop In-House Circulation Policy:**

Motion to Approve: Charlie Collins

Seconded: Kim Kutzer

All voted in favor, and the motion passed.

#### **Scholarship Committee**

Bonnie Buelow provided an update from the scholarship committee. Nine applications were received, and it was a very competitive process. Terese Schmidt was selected by the committee to receive this year's scholarship. The committee would like to present the scholarship in-person at a reception following the May meeting, but a decision will be made in late April dependent on pandemic status.

#### **Motion to Adjourn**

So Moved: Janet Mallan

Second: Charlie Collins

All voted in favor, and Kim Kutzer adjourned the meeting at 5:34 pm.

Our next board meeting takes place Thursday, May 19<sup>th</sup> at 5:00 pm. Location TBD.

Best,

Bonnie Buelow, Secretary