

**Manlius Library Board of Trustees**  
**~ In-Person Meeting Minutes September 22, 2022 ~**

**Trustees Present:** Brian Lee (Vice President); Bonnie Buelow (Secretary), Charlie Collins (via Zoom), Bruce Ruppert (Treasurer; via Zoom), Janet Mallan, and Dan Whelan (via Zoom)

**Trustees Not Present:** Kim Kutzer (President), Linda Napier

**Librarian Staff Present:** Marcia Short, Interim Library Director and Kerstin Spina, Business Manager

**Also Present:** Mary Karpinski

**President's Report:**

Vice President, Brian Lee, called the September Meeting to order at 5:08 p.m. First order of business was to approve the June 2022 minutes.

After the acceptance of the minutes, Lee shared an update on the search for the Librarian Director. The Interview Committee has interviewed 3 candidates with 1 more scheduled on Tuesday. They will narrow it down to two candidates and bring them into the library for a second interview and tour.

**Approval of the President's Report:**

Accepted: Charlie Collins

Seconded: Bruce Ruppert

All voted in favor, and the motion passed.

**Treasurer's Report:**

Next, Bruce Ruppert, the Board's treasurer, presented the current financial status. The financial strength of the library continues to be strong. On the revenue side on a year-to-date basis, we are over budget by \$231,000. This variance can be explained by a large donation we have received this year. FM school revenue is short by \$3,000. This is due to a large commercial taxpayer having its tax assessment reduced which resulted in a rebate in school taxes. The \$3,000 is the library's proportionate share of the rebate. Grant revenue is short on a year-to-date basis by \$8,500 but some grants have recently been submitted that should close this gap.

Expense management continues to be good, and expenses are \$70,000 under budget on a year-to-date basis.

Payroll was over for the month due to payout of remaining PTO for the outgoing Director but is in good shape on a year-to-date basis.

On a net basis we are \$300,000 better than budget, again mostly due to the large donation.

The annual audit report will be reviewed with the full Board at the November meeting

Once the new Director is on board, we will begin to discuss best ways to utilize the large donation, whether it be in reducing debt, setting aside money for large repairs and maintenance, etc.

Next meeting, Bruce will share the audit report.

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

Accepted: Bonnie Buelow

Seconded: Janet Mallan

All voted in favor, and the motion passed.

**Interim Director's Report:**

Interim Director Short updated the Board with a new Circulation Desk hire. Welcome Alyssa Pastore! Also, two new Pages have been hired due to three Pages returning to college.

In addition to staffing, Short shared the NYS Construction Grant Update. This grant will help to pay for 75% of the expenses towards a renovated family bathroom in the Children's area. The start date for construction is sometime in February 2023.

Next, the Interim Director shared the children's and teen librarians' reports regarding the highlights of their Summer Reading programs. To name a few, there were almost 700 children ages 0-12 and 110 teens that signed up! Together participants read over 370,000 minutes! This summer, the Children's librarian also featured new programming such as Little Explorers which was so successful, they will be continuing the programming this fall. The summer reading program could not be as successful without the generous donations from our local businesses; thank you!!

Last, a new patron donation was shared. The donation was made in honor of the patron's birthday and has requested that the donation go towards children's and teen materials, diverse books.

Brian Lee adjourned the meeting at 5:35

Our next board meeting takes place Thursday, November 17th at 5:00pm in the Community Room

**Motion to Adjourn**

Accepted: Bonnie Buelow

Seconded: Dan Whelan

All voted in favor, and the motion passed

Best,

Bonnie Buelow, Secretary