

***Manlius Library Board of Trustees***  
**~ In-Person Meeting Minutes, November 17, 2022 ~**

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

**Librarian Staff Present:** Alyssa Tassone Ali, incoming-Library Director; Marcia Short, outgoing-Interim Library Director and Kerstin Spina, Library Business Manager

**President's Report:**

Manlius Board President, Kim Kutzer, called the November Meeting to order at 4:15 p.m. with a warm welcome to Manlius Library's new Library Director, Alyssa Tassone Ali, and kind words of appreciation to Marcia Short for stepping-in as the interim director.

Next order of business was to approve the September 2022 minutes.

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

Accepted: Charlie Collins

Seconded: Brian Lee

All voted in favor, and the motion passed.

**Treasurer's Report:**

Next, Bruce Ruppert, the Board's treasurer, presented the September and October financial status, and everything continues to be in good order. Our recent book sale generated over \$3,000 in revenue.

The library received the third of four installments from a recent estate inheritance from a past patron. The financial committee will meet to discuss options for this donation.

Bruce shares, "expenses are under budget for the month, primarily in salaries and wages reflecting the fact that we have been operating without a full time Director the last couple of months. Thanks to Marcia and Kerstin for doing a great job during this interim period."

Great news! The cafe has reopened and has already brought in \$49 last month!

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

Accepted: Dan Whelan

Seconded: Linda Napier

All voted in favor, and the motion passed.

**Audit Report:**

On November 14, 2022, Bruce, Alyssa, and Kerstin met with the auditor. The audit was determined as a clean audit with no control weaknesses noted.

Manlius Library asked if there was more that they could do, and at this time the auditor reported, no, all is in good order.

Accepted: Bonnie Buelow

Seconded: Charlie Collins

All voted in favor, and the motion passed.

**2022-2023 Budget Proposal:**

The library may need to ask for 2% more with the school budget vote due to increase in inflation. One reason the library may ask for more is due to higher utility bills.

Accepted: Bruce Ruppert

Seconded: Brian Lee

All voted in favor, and the motion passed.

**Directors' Report:**

Interim Director Short first shared that the maintenance repair for the HVAC ducts was successfully completed, and clean air is circulating through the library.

For programming news, there are many new and in-person programs for the fall. There has been a higher attendance with all programming.

Good news, in February, the DeBlois construction company will begin renovations for the new bathroom in the children's area. A grant will cover the majority of this expense.

Director Ali's first goal is to meet with staff individually. She is wanting to get to know each of them better. She is pleased how the first two weeks have gone, and looks forward to more.

The 2023 Board Meeting schedule was handed-out, as well as, the committee member's list.

Kim Kutzer adjourned the meeting.

Our next board meeting takes place Thursday, January 19, 2023.

**Motion to Adjourn**

Accepted: Janet Mallan

Seconded: Dan Whelan

All voted in favor, and the motion passed

Best,

Bonnie Buelow, Secretary