

Manlius Library Board of Trustees
~ In-Person Meeting Minutes, January 19, 2023 ~

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

Trustees Not Present: Janet Mallan, Dan Whelan

Librarian Staff Present: Alyssa Tassone Ali, Library Director and Kerstin Spina, Library Business Manager

President's Report:

Manlius Board President, Kim Kutzer, called the January Meeting to order at 5 o'clock, sharp. At that time, the November 2022 minutes were approved.

Approval of the President's Report:

Accepted: Charlie Collins

Seconded: Brian Lee

All voted in favor, and the motion passed.

Treasurer's Report:

Treasurer, Bruce Ruppert shares the December financial report. This is the month that ends our fiscal year. The Manlius Library ended the year with revenues being \$334,000 over budget. This number is solely due to the large donation we are receiving from a generous patron. In early 2023, we will receive the final installment to this donation. Excluding the donation, revenues were \$12,000 under budget. \$3,000 of this was our school revenue due to a refund for a taxpayer. We also had \$11,000 variance in grant revenue. This is a timing issue and we expect to receive those funds in 2023.

Next Ruppert reviewed the expense side of financials. This year, we ended up being \$97,000 under budget with the majority (\$78,000) being the area of salaries and wages. Please recall that these numbers reflect the absence of a director, as well as, not being fully open because of CoVid.

Approval of the Treasurer's report:

Accepted: Bonnie Buelow

Seconded: Kim Kutzer

All voted in favor, and the motion passed.

Directors' Report:

Director Ali updated the Board with the Library's programming; grant writing; and upcoming staff meeting details.

In December, *Canvas and Cocoa* was quite popular! Overall, however, programming is down in numbers, but that is to be expected with these CoVid times. Next month, February, is *Random Acts of Kindness* Month. As a result, the library will be rolling-out programs to support Random Acts of Kindness.

The Library's Grant writer, Kristin Neri, has been working towards a few grants that supports community service and reach-out. One such grant is having Scout Troops work towards starting a library at Elmcrest. Another grant is Library-by-Mail. This would allow any homebound patron to have requested library materials sent to them via mail.

On February 3, a Friday, the Manlius Library will be closed for a Staff Day. The Board can join the staff for lunch between noon to 1.

New Business discussed included the topics of Paid Time Off (PTO) and review of the Board of Trustees Committee members. The Scholarship Committee will update the members to include Phoenix Merritt (YA Librarian) and Kristin Neary.

Kim Kutzer adjourned the meeting.

Our next board meeting takes place Thursday, March 23, 2023.

Motion to Adjourn

Accepted: Charlie Collins

Seconded: Linda Napier

All voted in favor, and the motion passed

Best,

Bonnie Buelow, Secretary