

Manlius Library Board of Trustees
~ In-Person Meeting Minutes, March 23, 2023 ~

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

Trustees Not Present: Dan Whelan

Librarian Staff Present: Alyssa Tassone Ali, Library Director and Marcia Short

President's Report:

The Board reviewed the 2023 committee members. The Executive Committee has Kim Kutzer as president; Brian Lee as Vice President; Bruce Ruppert as Treasurer, and Bonnie Buelow as Secretary. The 2023 Executive Committee was officially voted in.

Approval of the President's Annual Report:

Accepted: Janet Mallan

Seconded: Brian Lee

All voted in favor, and the motion passed.

Director's Report:

Director Alyssa Tassone shared that the 2023 program numbers are way up, especially in-person programming. Virtual programming continues to be offered. Because of the overwhelming success of last summer's outdoor programming, this summer, the library will continue to offer outdoor programming.

The Annual Report was reviewed and approved.

Approval of the Director's Annual Report:

Accepted: Bruce Ruppert

Seconded: Charlie Collins

All voted in favor, and the motion passed.

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

President's Report:

Manlius Board President, Kim Kutzer, called the March Meeting to order. At that

time, the January 2023 minutes were approved.

Approval of the President's Report:

Accepted: Charlie Collins

Seconded: Bruce Ruppert

All voted in favor, and the motion passed.

Treasurer's Report:

Treasurer, Bruce Ruppert shared the January and February financials. Revenues after two months are \$11,622 over budget. This is due to Grant Revenue being over budget by \$5,840 and Interest income being over by \$5,539. We received a \$10,000 grant from an assemblyman that was unexpected, unbudgeted but much welcomed. Interest income is over budget due to the rising interest rate environment and should be a positive variance for us all year long. FM school revenue is exactly on budget after two months as it should be.

Total expenses are \$14,055 under budget. Larger items under budget are Payroll (\$7,732), OCPL charges (\$4,539) and technology (\$3,555). The OCPL variance is a timing issue as we pay quarterly and budgeted for it monthly. The technology variance is a timing issue. We budgeted for a \$5,000 expense in February but found out it is not due until December.

So we are starting off with another good year with net operating income being \$26,465 over budget after two months.

Approval of the Treasurer's report:

Accepted: Brian Lee

Seconded: Janet Mallan

All voted in favor, and the motion passed.

Directors' Report:

Director Tassone updated the Board with library updates. For one, there were new hires - both a page and a clerk. Next, the library is undergoing some renovations - the teen room was newly painted a soft beige; new blinds are being installed throughout the library; the children's room is getting a new bathroom. The library is still looking into additional quotes for an updated HVAC installment.

Despite the snowy weather, the February 3rd Staff meeting was a great success! Speakers included a therapist and an officer. The staff is also engaging in an awards program entitled the "Swanny Award." The Swanny Award is given by a staff member to a staff member that demonstrates outstanding practices within their position.

In terms of policies and programming, items are being reviewed and updated. For instance, the Meeting Room policies need to be revisited. The Meeting Rooms are to *only* be used for volunteer and non-profit use. The library was also pleased to announce that they have had their first Library by Mail participant! Last, the library was selected to participate in engaging *Beyond Your Walls*. More to come on this opportunity.

Within OCPL, the director, **Christian**, resigned. Now, **Dawn M.** is the acting director.

New Business:

The Scholarship Committee Chair, Bonnie Buelow, updated the Board with the current status of applications. This year, the Committee received 15 applications! The Committee will meet on April 4th to review applications and select the 2023 winner.

The Nominating Committee Chair, Charlie Collins, asked Board members and library staff to share names of interested patrons for a Board position. A Board member must be a resident within the FM school district.

The Finance Committee Chair, Bruce Ruppert, presented possible ways the Finance Committee has come up with for using the recent, generous, financial donation. On one hand, we could replace the entire HVAC system at once. Thus, only requiring, and paying for, a crane to come once. At the same time, the committee suggests updating the bathrooms. The Manlius Librarian's Marcia Short is still awaiting more quotes for HVAC replacement systems. Manlius Library Board member, Brian Lee, will share another name for Short to contact.

Another consideration for the donation is to pay off outstanding debt now, rather than in 2029. Ruppert will continue to look into specifics, such as interest costs.

Last, the Financial Committee would like to earmark a portion of the donation to focus on the donor's life's work and interest such as with special education. A new committee will need to be created to help with this donation and possible scholarship.

The Financial Committee concluded that they supported using the money for HVAC, bathroom updates, and to begin a Donor Appreciation program. The Board was in favor. As new quotes come in for the HVAC system, and Board Members step up for participating in the new committee of assisting with this Donor Appreciation program, Tassone will send out an electronic vote to the Board.

Kim Kutzer adjourned the meeting.

Our next board meeting takes place Thursday, May 18, 2023.

Motion to Adjourn

Accepted: Charlie Collins

Seconded: Brian Lee

All voted in favor, and the motion passed

Best,

Bonnie Buelow, Secretary