

Manlius Library Board of Trustees
~ In-Person Meeting Minutes, May 18, 2023 ~

Trustees Present: Kim Kutzer (President); Bonnie Buelow (Secretary), Charlie Collins, Bruce Ruppert (Treasurer), Janet Mallan, Dan Whelan

Trustees Not Present: Brian Lee (Vice President); Linda Napier

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

President's Report:

Manlius Board President, Kim Kutzer, called the May meeting to order. At that time, the March 2023 minutes were approved.

Approval of the President's Report:

Accepted: Janet Mallan

Seconded: Bruce Ruppert

All voted in favor, and the motion passed.

Treasurer's Report:

Treasurer, Bruce Ruppert shared both the March and April financials. The financials were where they should be for this time of year.

Ruppert also reported...

“Income is right on track after four months with total income being \$18,000 over budget. All of this can be attributed to higher interest and dividend income and is the result of higher interest rates and a nice windfall for the library.

Expenses continue to be well controlled, with total expenses being \$22,000 under budget. Payroll and benefits are \$15,000 under budget and technology has a \$5,000 positive variance.

Alyssa, Kerstin, Marcia and Bruce did a review of the budget after the first quarter. Given that Jen pretty much did the budget on her own in the past, building the budget was a new experience for all involved. It was found that the budget has been very accurate through three months in projecting both income and expenses and no adjustments need to be made at this time. This review process will continue on a quarterly basis as it was deemed beneficial to all.

The finance committee met and approved the capital expenditure to replace the HVAC system and the full Board gave its approval via e-mail. Replacement is scheduled for October/November and will be done all at once to save on crane rental.”

Approval of the Treasurer's report:

Accepted: Dan Whelan

Seconded: Charlie Collins

All voted in favor, and the motion passed.

Directors' Report:

Director Tassone updated the Board with library happenings. First and foremost, the Budget passed!

Next, the town of Manlius is in the process of creating community-wide murals. The Manlius Library will design a mural too! More to come on that front.

Renovation updates included HVAC and bathrooms. The children's room bathroom renovation is complete and looks great! The library is now looking into quotes for renovations to other existing bathrooms which would include a HVAC replacement and updated stall materials so there is no graffiti.

On May 1, a new Manlius Library app launched. The app includes a digital library card and library book recommendations in addition to many other resourceful features!

The recent book sale was a success as it accrued \$367 more than in the fall's sale.

The library also dabbled in its first Community Clothes Swap. The event was a huge hit as it was a win-win - Patrons were able to pick out new clothes, and all leftover items were donated to the Manlius Community Closet. With such a successful event, there might be opportunities for future swap ideas!

Recently, Lorie Finger presented a Banned Book presentation to the Century Club. It was so well-received that she is now booked for two more sessions.

Recently, some of the library staff completed their AED/CPR training. All staff will be up to date by the end of May.

Summertime brings more community outreach opportunities. Soon, Manlius Library staff will venture to the farmer's market; the Seneca Brew Pub and more. Staff knows that it is a great way to expose the community to programming, as well as to the new app!

New Business:

Charlie Collins, the Nominating Committee Chair, shared the names from the Board Candidate search - Jaclyn Sisskind and Katie Brice.

Katie is a stay-at-home mom with three children; however, she also tutors and is an advisor to student teachers. Katie has been a Manlius library patron her whole life. Her one hope for the library is to offer patrons more technology services, camps, etc.

Approval of the Board Candidate:

Accepted: Charlie Collins

Seconded: Dan Whelan

All voted in favor, and the motion passed.

Jaclyn has also been a Manlius library patron throughout her life. Jaclyn is a pediatrician with Upstate, as well as a Medical School professor. Aside from her career,

she raises 3 boys and is passionate about diverse books for all. She especially appreciates all that the library offers for our patrons.

Approval of the second Board Candidate:

Accepted: Janet Mallan

Seconded: Bruce Ruppert

All voted in favor, and the motion passed.

To conclude, Charlie will call our new Board candidates with their acceptance. Alyssa will provide a tour and Board member, green book. Bruce will guide them through a financial overview.

Other new business featured the Scholarship Committee. Bonnie Buelow, the Scholarship Committee Chair, updated the Board with the new date and time for the Scholarship reception - Wednesday, May 24, 2023 at 4pm.

Last, the Board voted on several new or updated policies - Room Use, Volunteer and Windfall.

The Room Use is an update policy.

Approval of the Room Use Policy:

Accepted: Charlie Collins

2nd: Bruce Ruppert

The Volunteer is an update in policy as well.

Approval of the Volunteer Policy:

Accepted: Bruce Ruppert

2nd: Charlie Collins

Last, the new Windfall policy was voted on and accepted.

Approval of the Room Use Policy:

Accepted: Charlie Collins

2nd: Dan Whelan

Kim Kutzer adjourned the meeting.

Our next board meeting takes place Thursday, June 22, 2023.

Motion to Adjourn

Accepted: Bonnie Buelow

Seconded: Charlie Collins

All voted in favor, and the motion passed

Best,
Bonnie Buelow, Secretary

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