***Manlius Library Board of Trustees***

***~* In-Person Meeting Minutes, October 19, 2023 ~**

**Trustees Present**: Brian Lee (Vice President), Bonnie Buelow (Secretary), Bruce Ruppert (Treasurer), Charlie Collins, Linda Napier, Katie Brice, and Janet Mallan

**Trustees Not Present**: Kim Kutzer (President), Dan Whelan, and Jaclyn Sisskind

**Librarian Staff Present:**  Alyssa Tassone, Library Director; Kerstin Spina, Library Business Manager and Phoenix Merritt, Young Adult Librarian and Library Social Media Coordinator

**President’s Report:**

Vice President, Brian Lee, called the October meeting to order. At that time, the September 2023 minutes were approved.

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

Accepted: Charlie Collins

Seconded: Linda Napier

All voted in favor, and the motion passed.

**Treasurer’s Report**:

Treasurer, Bruce Ruppert shared the latest with financials. Currently, the Manlius Library continues to look good. In fact, the income for the month was over budget. Most of this is due to the timing of grants received. The remainder of the monthly variance on income is in the area of interest revenue. We continue to enjoy nice returns on our cash as compared to a year ago.

On a year to date basis, income is over budget. The continued receipts on our big inheritance is $109,000 of this difference with interest earned being $45,000 over budget.

On the expense side, September expenses are $7,000 under budget. Almost all of this variance can be attributed to lower payroll expenses than budgeted.

On a year to date basis, expenses are $48,000 better than budgeted. The payroll expense is $25,000 under; collections are $11,000 under and professional fees are $12,000 under. The latter is due to timing as we have, yet, to be billed for the audit.

Net income is better than budget by $43,000 for the month and $221,000 on a year to date basis. The inheritance monies are $109,000 of the net difference (which we did not budget for), with higher interest revenue and lower expenses accounting for the rest of the variance.

Next month we will discuss both the annual audit report and the 2024 budget.

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

Accepted: Linda Napier

Seconded: Janet Mallan

All voted in favor, and the motion passed.

**Directors’ Report**:

Director Tassone updated the Board with the latest happenings within the library to include building projects, programming and staff development.

Earlier in the month, the HVAC work was started, and will see completion towards the month's end. About five minutes prior to this meeting, the Deblois contractors completed the main floor bathroom renovations!

The fall programming has experienced great attendance! Highlights include the Manlius Informed Banned Book talk; the Spirituality of Aging series and Pig Tales with Albert the pig!

Earlier in the month, the library held its Staff Development Day. Staff experienced a well-rounded agenda from the seriousness of Active Shooter training to the light-hearted and creative bake-off sessions… congratulations to Alyssa and Laura! Of course, the trivia session continues to be a staff day favorite!

**New Business:**

Phoenix Merritt is Manlius Library’s Young Adult Librarian, as well as, the Social Media Coordinator. Tonight, she introduced the Board to how the library integrates social media into their everyday community communications. The library uses both the Facebook and Instagram platforms.

As of mid-October, the Manlius Library Facebook page has 2.5 thousand likes and over 2.8 thousand followers. Phoenix shares that our community has had a huge increase with Facebook users. On October 2, Manlius Library posted a banned book photo on their Facebook page, and this became its most popular post with 48 comments, 92 shares and 624 likes and hearts!

The Manlius Library Instagram page, on the other hand, has 1147 followers, and the Manlius Library Teen Room Instagram page has 216 followers. Recently, the Instagram page has had a decline in engagement.

Both social media platforms highlight programming posters!

On a very different front, the other New Business to discuss is that of the financial committee’s. Bruce Ruppert discussed the possible types of investments the Board needs to consider. Most importantly is for the library to invest rather than to keep monies as cash, or in other words, to maximize the return.

The discussion will continue in November with a NBT investment specialist present. Bruce will arrange if scheduling permits. It was agreed upon we should look into creating an Investment Policy that would outline a financial strategy. Alyssa will consult with Fayetteville's director to see what they may have in place. As for the 2024 Budget, board members requested it be sent out prior to the November meeting.

Our last bit of New Business focuses on art in the library. One of our newest Board members, Katie Brice, contacted two different groups that are both interested in displaying art at the library. March is National Disabilities Awareness, felt that would be appropriate if the space was free. It was suggested the library create a display to either coincide with the art should it be hung in March. If the art corridor is already booked, the library should consider a display in March in another location. Katie will email Alyssa details and contact info and then discuss with Lorie Finger who coordinates art displays.

At 5:10, Brian Lee adjourned the meeting.

Our next board meeting takes place Thursday, November 16 at 4pm.

**Motion to Adjourn**

Accepted: Linda Napier

Seconded: Brian Lee

All voted in favor, and the motion passed

Best,

Bonnie Buelow, Secretary