

***Manlius Library Board of Trustees***  
**~ Meeting Minutes, January 18, 2024 ~**

**Trustees Present:** Kim Kutzer (President), Brian Lee (Vice President), Bonnie Buelow (Secretary), Bruce Ruppert (Treasurer), Charlie Collins, Linda Napier, Dan Whelan, Katie Brice, and Jaclyn Sisskind

**Trustees Not Present:** Janet Malan

**Librarian Staff Present:** Alyssa Tassone, Library Director

**President's Report:**

After our pre-meeting with Kevin Fletcher, President, Kim Kutzer, called the January meeting to order. At that time, the November 2023 minutes - thank you Kerstin Spina!! - were approved.

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

Accepted: Bonnie Buelow

Seconded: Bruce Ruppert

All voted in favor, and the motion passed.

**Treasurer's Report:**

Treasurer, Bruce Ruppert shared a well-balanced, financial report...

“2023 was a very good year financially for the Library. Revenues came in at \$204K over budget. Much of that (\$117K) was due to our large inheritance. This has all been distributed now (started in 2022) and was about \$470K in total. Interest revenue also significantly helped our revenue base in 2023 , being \$76K over budget. We have gone from getting almost nothing on our cash for several years to where this is a real contributor now.

On the expense side, we ended up the year being \$31K below budget with salaries, and wages, and collections being the areas most under budget.

The Café is fully back in operation now and made almost \$1K for the year.

On the balance sheet, we are very strong financially. Our current cash position is \$2.2 million. Given that we spend about \$110K a month, we have about 20 months of cash on hand.

As you know we have established an Investment Committee and are exploring options on how to invest some of this cash more strategically.”

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

Accepted: Dan Whelan

Seconded: Brian Lee

All voted in favor, and the motion passed.

**Directors' Report:**

Director Tassone updated the Board with her data and construction news.

First, numbers seem to be going up in all the right ways! Library visitors to the building, and to programming keep rising! Social Media engagements continue to climb. Currently, the library has 3 notoraries, and their work has doubled due to steady patron use!

Towards the end of January, window work will begin inside the library.

**New Business:**

Alyssa will send out a Committee's List to have new members select which committees that they would like to join. Table to March.

Possible Board member names were shared. The Board needs to consist of 9-15 members. The numbers need to be odd for voting purposes.

The Board will look into a policy to vote new members in.

The 2024 executive member panel will continue to be Kim Kutzer as president; Brian Lee as vice president; Bruce Ruppert as treasurer; and Bonnie Buelow as secretary.

The topics of background checks for incoming Board members or having a legal advisor was discussed.

A last topic of special needs students and their comfort level in the Manlius Library was shared.

At 5:00, President Kutzer adjourned the meeting.  
Our next Board Meeting takes place Thursday, March 21 at 4pm.

**Motion to Adjourn**

Accepted: Dan Whelan

Seconded: Bruce Ruppert

All voted in favor, and the motion passed

Best,

Bonnie Buelow, Secretary