

Manlius Library Board of Trustees
~ Meeting Minutes, June 20, 2024 ~

Trustees Present: Bonnie Buelow (Secretary), Bruce Ruppert (Treasurer), Charlie Collins, Linda Napier, Katie Brice, Janet Mallan, Kevin Fletcher and Jaclyn Sisskind

Trustees Not Present: Kim Kutzer (President), Brian Lee (Vice President), and Dan Whelan

Librarian Staff Present: Alyssa Tassone, Library Director; Kerstin Spina and Amanda Perrine, OCPL director

President's Report:

Treasurer, Bruce Ruppert brought the meeting to order at 4 o'clock. At that time, the May 2024 minutes were approved.

Approval of the President's Report:

Accepted: Charlie Collins

Seconded: Janet Mallan

All voted in favor, and the motion passed.

Treasurer's Report:

Treasurer, Bruce Ruppert shared the current financial report:

“Revenues for the month of May were slightly over budget with interest continuing to be much higher than prior years and budget. On the expense side, expenses were \$7,000 under budget for the month. Most of this was in the area of salaries.

On a year to date basis revenues are \$25,000 ahead of budget with both interest revenue and grant monies running better than budget. On expenses we are \$60,000 better than budget after five months. Salaries and wages account for almost two thirds of this.

Other big positive variances are in programming and utilities. On utilities we are \$8,000 under budget after five months. This is due to a combination of a warmer winter, lower pricing and higher efficiency due to the new system we installed on the roof. Higher revenues and lower expenses combined to give us a favorable net profit variance of \$86,000 after five months so we are in good shape.

On the balance sheet, there is a new account called NBT investments. This relates to the \$1 million we invested in Treasury Bills and the stock market earlier in the year. We will continue to show this as a separate item each month.”

Approval of the Treasurer's Report:

Accepted: Jaclyn Sisskind

Seconded: Bonnie Buelow

All voted in favor, and the motion passed.

Directors' Report:

Director Tassone proudly announced that her biggest news was that the budget passed! It was a terrific voter turnout. Thank you FM voters!

The latest construction news is that the roof work had to be delayed due to the extreme heat the area is facing.

A new calendar reservation system has been put into place. So far the transition with the new system has been smooth.

Summer programming is in full-force. So far there are 78 kids signed-up for this summer's reading program; 41 for adults; and 19 for teens. The librarians are still promoting. Thus, numbers will surely increase, especially as the children and teens' librarians have more school presentations and fliers to hand-out to the Fayetteville-Manlius district schools.

New Business:

At this time Alyssa introduced Amanda Perrine. Amanda is from OCPL and is visiting library boards throughout the system. Perrine's presentation included information about her background, OCPL responsibilities and the opportunities that the Manlius Library can access.

Amanda Perrine's responsibilities consist of providing helpful directions with new library features within the system. She also sets-up training information; is in charge of OCPL's calendar; youth services; summer reading prizes. In addition, Perrine helps with strategic planning; outreach programming; and the kindergarten Literacy goals for a 1000 books before kindergarten.

Other responsibilities include creating trustee resources - a bit.ly will be shared with all Board members later this week. All Board members have the Blue library handbook. If needed, library trustees can reach out to Amanda to help with director reviews.

Amanda then opened up a Q&A time. During this portion of her presentation, we learned that there are 20 suburban directors, and 21 suburban libraries! Perrine finds that the two most important responsibilities for a library are the financials and a solid director. In regard to Annual Reports - these are public documents; the state is always a year behind since it takes the state a year to get everything approved. However, the data is helping the administration to better understand their libraries.

Other news shared... the New York Library Association, NYLA, conference is in Syracuse this year. It takes place on November 7, 2024. Trustees may attend, but at a cost. There is also a Public Library Association conference that meets every other year. Trustees may attend that conference as well.

Locally, OCPL has a Trustee Advisory Council, TAC. The next meeting takes place on September 24, 2024 at 5:30. The location is at the Onondaga Free Library. Snacks will be provided and the presentation will feature AI.

At 5:00, Treasurer Ruppert adjourned the meeting.

Our next Board Meeting takes place Thursday, September 19 at 4 p.m.

Motion to Adjourn

Accepted: Charlie Collins

Seconded: Jaclyn Sisskind

All voted in favor, and the motion passed

Best,

Bonnie Buelow, Secretary