

***Manlius Library Board of Trustees***  
**~ Meeting Minutes, September 19, 2024 ~**

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

**Trustees Not Present:** Kim Kutzer (President), Linda Napier

**Librarian Staff Present:** Alyssa Tassone, Library Director; Kerstin Spina and Pam Gottheld

**President's Report:**

Vice President, Brian Lee, brought the meeting to order at 4 o'clock. At that time Pam Gottheld shared her role with the Manlius Library. First, and foremost, thank you Pam for your 21 years of dedicated service to the Manlius Library! With these 21 years, she has overseen the library's book clubs; the genres and formats for Overdrive; displays; notary public; and more. Gottheld truly enjoys her career with the Manlius Library, and the community is a better place due to your loyalties to the Manlius Library.

Next, the June 2024 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 current financial report:

Revenues for the month of August were slightly below budget. This is due to a small unfavorable variance in grant revenue. Grant money tends to vary in what comes in from month to month and on a year to date basis, we are ahead of budget by \$5,000. On the expense side, we were \$2,500 under budget for the month. Most of this was in the area of utilities (we did not get billed from the Village in August) and salaries. Collections were \$4,500 over budget for the month but are below budget on a year to date basis. On a year to date basis revenues are \$26,000 ahead of budget with both interest revenue and grant monies running better than budget. We are running \$2,500 below budget on contributions. On expenses we are \$81,000 better than budget after eight months. Salaries and wages account for about 60% of the variance. Other positive variances include utilities and programming. On utilities we are \$14,000 under budget after eight months. This is due to a combination not being billed

for last month, a warmer winter, lower fuel prices and higher efficiencies 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 \$108,000 after eight months so we are in great shape.

School monies of \$1,470,000 is due to hit our books the first week of October.

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

Accepted: Charlie Collins

Seconded: Brian Lee

All voted in favor, and the motion passed.

**Directors' Report:**

Director Tassone shared all the positive vibes of the summer. For instance, the Adult Reading Program participation was at an all-time high. Of the summer months, July was the busiest with 500 patrons a day!

Tassone also notified the board that the library should add insurances for active shooter, cyber, and notary insurance. The Board approved all 3 insurance types.

The September Staff development was a success.

Last, the building safety was discussed. Over the summer, Tassone and Ruppert met with the mayor, as they are both residents of the same building. The village has a Safety Committee meeting, and the library is now participating with this committee.

**New Business:**

At this time Alyssa shared the need to recruit two new trustees as some of the current board members will meet their maximum service.

An Investment Policy needs a minor change - investing in individual stocks (rather than stocks, bonds. The Board approved this change.

Accepted: Charlie

Seconded: Jaclyn

All voted in favor, and the motion passed

At 5:00, Vice President Lee adjourned the meeting.

Our next Board Meeting takes place Thursday, November 21 at 4 p.m.

**Motion to Adjourn**

Accepted: Bruce Rupert

Seconded: Kevin Fletcher

All voted in favor, and the motion passed

Best,

Bonnie Buelow, Secretary