

***Manlius Library Board of Trustees***  
**~ Meeting Minutes, January 16, 202 ~**

**Trustees Present:** Kim Kutzer (President), Brian Lee (Vice President), Bonnie Buelow (Secretary), Bruce Ruppert (Treasurer), Charlie Collins, and Janet Mallan

**Trustees Not Present:** Katie Brice, Kevin Fletcher and Jaclyn Sisskind

**Librarian Staff Present:** Alyssa Tassone, Library Director; Kerstin Spina, Business Manager; and Marcia Short, Operations Manager

**President's Report:**

Board President, Kim Kutzer, brought the meeting to order at 4 o'clock.  
Next, the November 2024 minutes were approved.

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

Accepted: Kim Kutzer

Seconded: Brian Lee

All voted in favor, and the motion passed.

**Treasurer's Report:**

Treasurer, Bruce Ruppert, updated the Board with the latest financial news. To start, Ruppert reminded the Board that his role as treasurer is coming to a close. In order to ease the transition, Kevin Fletcher will share the role as treasurer.

More specifically, Bruce shared:

**Financials:**

I will concentrate mostly on the year end numbers but first a couple of quick comments about the month of December. Revenues for December were \$7,200 over budget, a direct result of our successful fund drive and higher than budgeted interest revenue.

On the expense side we were \$14,500 over budget for the month. Most of this is related to a \$9,800 audit bill that we paid in late December but budgeted in prior months. The whole audit process was late this year and plans are in place to start much earlier in 2025.

On a year to date basis revenues for the year were \$43,400 over budget most of that due to higher than anticipated interest revenues as well as some grant revenue being over budget.

On the expense side, expenses for the full year were under budget by \$84,300. Wages and benefits were \$64,300 under budget while utilities were \$18,100 lower. Once again a very good job of expense management by Alyssa and her staff.

Net revenue after expenses were \$127,700 better than budget. We used some of this surplus to pay off some of our debt early.

**Investments:**

We had an investment committee meeting just prior to this meeting. We currently have \$1.2 million in cash as at the end of December. As you know, we get our school tax proceeds in

October of each year so that is the bulk of this money which we use for operating expenses for the next ten months until we get new money again in October of 2025. We do have sufficient cash on hand to meet our expenses until the new money comes in.

Our debt now stands at \$400,000 which is due at \$100,000 annually until we are fully paid off in December of 2028.

Last, Bruce acknowledged his appreciation for both the financial and investment committees' inputs, and wanted the Board to know that 2025 is off to a decent start!

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

Accepted: Charlie Collins

Seconded: Brian Lee

All voted in favor, and the motion passed.

**Directors' Report:**

Director Tassone led her report with the "Cool-estat" hand-out, also known as the Annual Report to the public. Very colorful and full of good information, such as circulation on all fronts - books, downloadables, park and museum passes, etc. - has increased by over 6,000 items compared to the year prior. A fun fact that Alyssa mentioned was that the library now has a Blue Ray player in circulation!

The library is getting excited for February's Kindness Week! Stay tuned to announcements for all that the library will do to generate kindness at the library and beyond!

**New Business:**

In New Business, the board discussed committees that members are on. We are looking to revamp the committees and add new members.

Alyssa has reached out to Amanda at Onondaga Systems to see if Manlius Library can amend by-laws of when we can roll new members onto the board rather than just during the month of March. More to come on that procedure.

In regards to the Manlius Rec, currently, no one has filled the role of Town Rec Director. Typically, the Town Rec Director and the library have a strong working relationship, especially as summer programming is being discussed.

On March 20th, Charlie Collins will present the executive committee at the annual meeting.

At 5:00, President Kutzer officially adjourns the meeting.  
Our next Board Meeting and Annual meeting takes place Thursday, March 20 at 4 p.m.

**Motion to Adjourn**

Accepted: Bonnie Buelow

Seconded: Brian Lee

All voted in favor, and the motion passed

Best,

Bonnie Buelow, Secretary

DRAFT