

**Manlius Library Board of Trustees**  
**Meeting Minutes for date: Thursday March 20<sup>th</sup>, 2025**  
**Taken by: Kerstin Spina, Business Manager**

Trustees Present: Kim Kutzer, President; Brian Lee, Vice President; Bruce Ruppert, Treasurer; Charlie Collins; Janet Mallan; Jaclyn Sisskind

Trustees Remote: Katie Brice; Kevin Fletcher

Trustees Absent: Bonnie Buelow, Secretary

New Trustees Present: Corry Derschang, Peter Pfeiffer, Angela Voninski, Jon Yard

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

Start time of meeting: 4:07 pm      **ANNUAL MEETING**

**I. President's Welcome- Kim Kutzer**

Opened meeting by thanking all in attendance- announced Janet Mallan will be rolling off the board and thanking her for her contributions over her six years as a board of trustee member. Janet then shared she hoped all would continue to take good care of the library going forward.

**II. Nominating Committee- Kim Kutzer & Charlie Collins**

- a. New Board Members- Bruce made the motion to approve, seconded by Charlie and all voted in favor and the motion passed.

Corry Derschang

Angela Voninski

Peter Pfeiffer

Jon Yard

- b. Officers- Jaclyn made motion to approve, seconded by Brian and all voted in favor and the motion passed.

President- Kim Kutzer

Vice President- Brian Lee

Treasurer- Bruce Ruppert

Secretary- Bonnie Buelow

### **III. 2024 NYS Annual Report Approval- Alyssa Tassone**

Alyssa explained the expectation is the state will review the report and would share any follow up information. Charlie made the motion to approve, seconded by Bruce and all voted in favor and the motion passed.

Adjournment Annual Meeting: 4:15pm Accepted Charlie Second Bruce

Start time of meeting: 4:25pm **REGULAR MEETING**

#### **President's Report: Kim Kutzer**

##### **a. New Board member welcome-**

Each new member shared a brief background with the existing board. New members were encouraged to get involved in committees and to frequent the library. Alyssa will offer training, and Bruce will schedule a review of financial reports.

##### **b. Approval of January minutes:**

Accepted: Bruce

Second: Jaclyn

All in favor, motion passed

#### **Treasurer's Report: Bruce Ruppert**

See notes

##### **a. Approval of Feb. 2025 report:**

Accepted: Charlie

Second: Angela

All in favor, motion passed

#### **Director's Report: Alyssa Tassone:**

Library updates as per report, noting that the upcoming months will be busy. The staff will be participating in an Earth Day clean up April 22nd around town and board members are invited to join in. The Employee Handbook has been reviewed by an attorney and will be presented for approval in May along with a revised Code of Conduct Policy.

##### **a. Room Use Policy Update**

Accepted: Jon

Second: Charlie

All in favor, motion passed

### **Old Business:**

- a. 2025 Board Committee Membership

Refer to the list. New members invited to speak with any chairs as interested.

### **New Business:**

- a. Scholarship Committee update

Jaclyn announced that the applications are currently being accepted with a deadline of April 22<sup>nd</sup>. The committee will then meet and conduct a blind review, and a winner will be selected. There will be an award presentation and reception in May.

Next meeting Thursday May 15<sup>th</sup> (investment committee meets at 3pm)

### **Motion to Adjourn:**

Accepted: Bruce

Second: Corry

All voted in favor and the motion passed.

Kim Kutzer adjourned the meeting at 5:13pm