

***Manlius Library Board of Trustees***  
**~ Meeting Minutes, November 20, 2025 ~**

**Trustees Present:** Kim Kutzer, President; Bonnie Buelow, Secretary; Bruce Ruppert, Treasurer; Charlie Collins; Katie Brice; Kevin Fletcher; Angela Voninski; Corry Derschang; Peter Pfeiffer and Jaclyn Sisskind

**Trustees Absent:** Brian Lee, Vice President; Jon Yard

**Librarian Staff Present:** Alyssa Martin, Library Director; Marcia Short, Operations Manager; Kierstin Spina, Business Manager and Michelle Calupca, Reference and Outreach Librarian

**President's Report:**

Board President, Kim Kutzer, promptly called the meeting to order. At this time, Michelle Calupca was introduced. She tirelessly works as the library's Reference and Outreach Librarian. Currently, she is working on setting-up a Volunteer Expo that will take place on April 18th from 11-1. Also, on that day, Calupca is overseeing a Shredding Event. In addition to these spring events, she is expanding to the Library of Things items... stay tuned! Afterwards, the September minutes were approved.

**Approval of September Minutes:**

Accepted: Angela Voninski

Seconded: Charlie Collins

All voted in favor, and motion passed.

**Treasurer's Report:**

Treasurer, Bruce Ruppert, shared:

**Financials**

Through ten months our revenues are \$38,500 over budget. Our biggest source of income is the school revenue which is right on budget as it should be since we know that number ahead of time. Interest revenue is higher due to higher interest rates during the year. Donations have been strong which is great to see and are \$8,000 over budget. Finally, grants are \$5,000 higher than budget but this can sometimes be due to timing. On the expense side, we are \$43,000 better than budget. Most of this positive variance is in the area of salaries and benefits with collections also being below budget by \$6,000. The combination of higher revenues and lower expenses have us sitting at a net positive variance of \$83,000 after ten months. I continue to commend Alyssa and her staff for good cost management.

**Long Term Debt**

With interest rates now trending lower and our debt interest rate exceeding what we can get from short term Treasury bills or CD's, the investment committee has recommended paying off the remainder of our debt early. We currently stand at \$300,000 and this will be fully paid off by the end of the year.

**Approval of Treasurer's Report:**

Accepted: Peter Pfeiffer

Seconded: Angela Voninski

All voted in favor, and motion passed.

**Directors' Report:**

Director Martin highlighted the 2026 budget. The spring courtyard renovation is projected at \$200,000; however, with the New York state grant, the library will only be responsible for 10-25%.

Another budget highlight included updating the front desk which entails removing half of the Covid barriers, and replacing the swing doors. DeBlois will do the work, and hopefully on Martin Luther King day, January 19th, since the library is closed.

Last, all other expenses are on par.

In response to the presented Budget Report, the Financial Committee shared that they are in full support of the director's budget.

**Approval of 2026 Budget:**

Accepted: Corry Derschang

Seconded: Jaclyn Sisskind

All voted in favor, and motion passed.

After discussing the budget, Alyssa communicated that the library rehired Eliana for shelving books.

The Safety Committee will meet in December. In thoughts of safety, Alyssa reminded the Board that if Fayetteville-Manlius Schools are closed for inclement weather (not cold), the library will close too.

The library is also a drop-off location for diapers, socks, food, and more.

The Winter edition of the Manlius Library Newsletter will be mailed out soon. Within the newsletter, the Adult Reading Challenge will be posted. Another winter activity consists of Green Lakes' Winterfest in January! The library supports this activity.

The library is excitedly planning spring events to include the 20th anniversary of the facility's expansion!

Up next was the Notary Policy. Please note that the library does not notarize wills due to the fact that New York state doesn't require wills to be notarized. The library's website will have updated Notary information.

**Approval of Notary Policy:**

Accepted: Charlie Collins

Seconded: Peter Pfieffer

All voted in favor, and motion passed.

Last, it was shared that Bruce Ruppert rolls off his role as treasurer in March of 2026. In March, Kevin Fletcher will take on this role. Kim Kutzer will roll off at that same time. Brian Lee will move from vice president to president. Corry Derschang will take on the vice president position. Bonnie Buelow and Charlie Collins will both roll off in March of 2027.

Before adjourning the meeting, Corry and Angela briefed the Board on their recent experience with a TAC meeting. It was a terrific opportunity. Grant information, traveling exhibits, project assistance, etc. were important details gathered. The next TAC meeting is coming up at OCC on Dec. 5th.

President Kutzer reminded the Board that our next meeting is January 15th.

**Motion to Adjourn**

Accepted: Jon Yard

Seconded: Angela Voninski

All voted in favor, and the motion passed

Best,

Bonnie Buelow, Secretary