

CUBA CIRCULATING LIBRARY
BOARD OF TRUSTEES MEETING

January 10, 2016

Present: Marge Adamaitis, Kirsten Benham, Christine Berardi, Marcia Long, Michelle Miller, Jamie Murphy, Fred Pearce, Lorraine Sirianni, Robin Valeri, Leah Weber, Tina Dalton, Patricia Linderman

Absent: Connie Doyle, Eric Talbot

1. The meeting was called to order by President Robin Valeri at 5:45 p.m.
2. Public Comment- none
3. Minutes of the October meeting were read.
 - a. Corrections: none
 - b. Motion to accept by Jamie Murphy
 - c. Seconded by Michelle Miller
 - d. All in favor, minutes accepted
4. Financial Secretary's Report (see attached)
 - a. Motion to accept by Marge Adamaitis
 - b. Seconded by Michelle Miller
 - c. All in favor, Financial Report accepted
5. Directors' Reports (see attached)
 - a. Leah gave a brief description of new books and DVDs.
 - b. Leah presented a review of her monthly report.
 - c. Tina gave a brief description of new books.
 - d. Tina presented a review of her monthly report.
6. Committee Reports
 - a. Finance- Presented updated budget adjusted to reflect accurate tax cap number (see attached). Motion to accept revised budget by Christine, seconded by Michelle; all in favor, budget approved.
 - b. Building and Grounds- Fred expressed concern that the stage in the community room is not level and moves around when people walk on it. He will look into getting it fixed.

- c. Personnel- None.
 - d. Acquisitions/Art Gallery- None
 - e. Planning- Committee will be meeting to discuss the memorandum of understanding that has been provided by the Friends of the Library (see attached).
 - f. Programs- None
 - g. Technology- None
 - h. Nominating- None
7. Unfinished Business- Discussed the pros and cons of a full audit versus a review audit, and how often the library would like to have them performed. The auditors have informed us that we are no longer required to have full audits completed, and they are more costly than review audits. The auditor provided a synopsis of the difference between the two. The board feels that a full audit should be done every time there is a change in the Library Director or Financial Secretary positions. They would also like to have a full audit every seventh year. Jamie made a motion to change the library policy accordingly, seconded by Michelle; all in favor, motion carried. Leah will revise the policy for review and approval at the next meeting. Robin provided a schedule of upcoming BOT meeting dates, requesting that members review and indicate any dates that they know they will not be available.
8. New Business- The Friends of the Library have adapted a constitution and provided a copy for BOT review (see attached). Any questions or concerns should be directed to Cindy Dutton. The library has received a generous bequest from the Redding family. A portion will be used to update the computer lab and purchase laptops, the remainder will go into savings for future projects.
9. Motion to adjourn by Michelle Miller
Seconded by Fred Pearce
Meeting adjourned at 6:35pm

Respectfully submitted,

Patricia Linderman