

CUBA CIRCULATING LIBRARY
BOARD OF TRUSTEES MEETING

February 8, 2016

Present: Jamie Achey, Kirsten Benham, Christine Berardi, Connie Doyle, Marsha Long, Michelle Miller, Fred Pearce, Lorraine Sirianni, Eric Talbot, Robin Valeri, Leah Weber, Tina Dalton, Patricia Linderman

Absent: Marge Adamitis, Jamie Murphy

1. The meeting was called to order by President Robin Valeri at 5:30 p.m.
2. Public Comment- Twyla Barr from the Friends of the Library announced a fund raising bake sale this Saturday.
3. Minutes of the January meeting were read.
 - a. Corrections: none
 - b. Motion to accept by Connie Doyle
 - c. Seconded by Michelle Miller
 - d. All in favor, minutes accepted
4. Financial Secretary's Report (see attached)
 - a. Motion to accept by Michelle Miller
 - b. Seconded by Connie Doyle
 - 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- Review audit will be done in April.
 - b. Building and Grounds- Repairs to the ice melters on the roof were completed. Motion to withdraw funds from the Anonymous account to pay for roof repairs by Eric Talbot, seconded by Christine Berardi; all in favor, motion carried. New arm chairs arrived for the teen area, old ones moved to the community room. There is

now an extra library table and chairs in the youth area that no longer fits. Trustees will give more consideration to what to do with them. The church group that uses the community room every week would like access and a key to one of the locked closets. Motion to approve by Christine Berardi, seconded by Michelle Miller; all in favor, motion carried.

c. Personnel- None.

d. Acquisitions/Art Gallery- A new display of pen and ink drawings by Gary Petrichek and Paul Mare is up in the community room.

e. Planning- (see attached) Leah provided a summary of planning and goals.

f. Programs- Committee met this month, plans are penciled in through August.

g. Technology- Leah is still in the process of purchasing laptops for the computer lab.

h. Nominating- None

7. Unfinished Business- The Memorandum of Understanding from the Friends has been edited, Robin would like all trustees to review it before the March meeting. Brian Hildreth from STLS will attend the March BOT meeting. Robin would like him to review the Memorandum, and would like trustees to pose any questions they may have to him. Tina will be sharing children's books with the Cuba Hospital and Hillside Children's Program.

8. New Business- NY State Comptroller's Office sent out a list of policies that they would like to see in place to maintain tax cap controls. Leah would like to work on bringing our policies in line with these over time in case of a state audit. Shauna Comes has put our Policy and Procedure manual up on the library website for BOT and public access. Robin would like trustees to review policies that pertain to their committees and suggest any changes they think should be made. Fred would like trustees to take a look at the shrubs in front of the library for possible removal and replacement. The Director's Advisory Council of STLS would like member libraries to implement more uniform lending periods. They provided some example options to choose from. Our library currently has no official policy on how long books remain classified as "new". Leah would like to set the "new" period at three months with a two week lending period, and give older books a three week lending period. BOT is in agreement, Leah will update the policy and present for approval next month. Leah presented a draft of the new audit policy (see attached). Michelle moved to accept the new policy as written, seconded by Lorainne; all in favor, notion carried.

9. Motion to adjourn by Michelle Miller
Seconded by Fred Pearce
Meeting adjourned at 6:35pm

Respectfully submitted,

Patricia Linderman