

CUBA CIRCULATING LIBRARY  
BOARD OF TRUSTEES MEETING

November 14, 2016

Present: Jamie Achey, Kirsten Benham, Christine Berardi, Marsha Long, Michele Miller, Jamie Murphy, Fred Pearce, Robin Valeri, Leah Weber, Tina Dalton, Patricia Linderman

Absent: Eric Talbot, Lorraine Sirianni, Connie Doyle, Bob Rasmussen

1. The meeting was called to order by President Robin Valeri at 5:30 p.m.
2. Public Comment- Members of the Southwestern York-Penn Doll Club attended. They sent out a letter to all trustees indicating that they were offended that their donation was returned by the library. They do not feel the matter was handled professionally. They requested clarification as to why the group will not be approved to use the Library's Community Room for their meetings and teas in the future. Robin explained that the BOT has decided that groups using that Community Room must be not-for-profit, and that events must be free and open to the public. The Club charges an admission fee for its events. Robin also apologized that the policy for Community Room usage has not been updated on the Library's website, which was confusing for the Club. Club members indicated understanding of the Board's decision, and that their admission fees make their events ineligible.
3. Friends of the Library- Twila Barr and Pat Ash reported that The Friends have received an IRS business ID#, and are officially incorporated. They are still working on tax exempt status. The book sale fund raiser was a success. They have donated items to the Library's gift baskets for the Cuba Chamber Of Commerce Many Splendored Evening fund raiser.
4. Minutes of the September meeting were read.
  - a. Corrections: None
  - b. Motion to accept minutes by Michele Miller
  - c. Seconded by Christine Berardi
  - d. All in favor; minutes accepted.
5. Financial Secretary's Report (see attached)
  - a. Motion to accept report by Michele Miller
  - b. Seconded by Fred Pearce
  - c. All in favor, Financial Report accepted.
6. 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.

## 7. Committee Reports

- a. Finance- Committee met to discuss proposed budget (see attached). Motion to accept proposed budget by Christine Berardi, seconded by Kirsten Benham; all in favor, motion carried.
- b. Building and Grounds- The elevator shaft flooded last month, incurring a repair bill as it was not covered by our service contract. Fred purchased a pump to remove water from the shaft in case of future flooding. He also recommended that all library staff be trained to disable/override the elevator in case of emergency. Leah requested BOT approval to hire Xtreme Contracting for the entryway project. Motion to approve by Christine Berardi, seconded by Jamie Murphy; all in favor, motion carried. The ashtray outside the library was moved to the end of the sidewalk, but a no smoking sign is still needed. Christine will follow up on that.
- c. Personnel- None
- d. Acquisitions/Art Gallery- Watercolors by Eila Shea are on display in the Community Room.
- e. Planning- None.
- f. Programs- (see Director's report)
- g. Technology- New computers installed in the computer lab, 3D printer has been installed, new projector received but not installed yet. New computers are running much faster. Leah is planning a tech open house to showcase the upgrades to coincide with the regular open house in December. The administrators will be invited to attend. Leah will be working on a policy for use of the 3D printer.
- h. Nominating- Kirsten's term will expire in December; committee will work on nominations for next month.

## 8. Unfinished Business- None.

- 9. New Business- Jamie Murphy recommended that the library purchase Directors' and Officers' insurance to protect the Directors and Trustees from liability in case of a lawsuit. Leah and Jamie will follow up. The library will be receiving a bequest of \$50,000 from the Estate of Joseph Smolinski in memory of his late wife Florence, with the stipulation that a plaque in her honor be displayed. Financial Secretary recommends

that this money be invested in the Anonymous fund with Morgan Stanley, to be used for future library projects. Leah and Tina presented a proposed Overtime/ Comp time policy for BOT review (see attached). BOT discussed requests by Houghton Academy and an individual from the community to use the Community Room. Both requests were declined as not meeting policy standards.

10. Motion to adjourn by Christine Berardi  
Seconded by Fred Pearce  
Meeting adjourned at 6:55pm

Respectfully submitted,

Patricia Linderman