

CUBA CIRCULATING LIBRARY  
BOARD OF TRUSTEES MEETING

December 12, 2016

Present: Kirsten Benham, Connie Doyle, Marsha Long, Michele Miller, Jamie Murphy, Fred Pearce, Bob Rasmussen, Lorraine Sirianni, Robin Valeri, Leah Weber, Tina Dalton, Patricia Linderman

Absent: Jamie Achey, Christine Berardi

1. The meeting was called to order by President Robin Valeri at 5:33 p.m.
2. Public Comment- None
3. Friends of the Library- Reported that The Friends are completely incorporated and nearly finished with the tax exempt process.
4. Minutes of the November meeting were read.
  - a. Corrections: Typographical errors.
  - b. Motion to accept minutes by Michele Miller
  - c. Seconded by Fred Pearce
  - d. All in favor; minutes accepted.
5. Financial Secretary's Report (see attached)
  - a. Motion to accept report by Michele Miller
  - b. Seconded by Connie Doyle
  - 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- None.
  - b. Building and Grounds- None.
  - c. Personnel- Leah has completed staff evaluations, has not finished meeting with staff to discuss them. Staff received poinsettias for Christmas from the BOT.

Committee has proposed another update to the personnel policy addressing family/maternity leave, complying with NY state policies. Kirsten will forward the completed personnel policy for approval at the next meeting.

- d. Acquisitions/Art Gallery- No current display.
  - e. Planning- Will meet in January.
  - f. Programs- (see Director's report) Will meet in January.
  - g. Technology- Leah has started a rough draft of 3D printer usage policy (see attached). Some editorial changes were suggested. Leah will present an updated version for review at the next meeting. Leah requested some ideas on how to dispose of old hardware. Suggestions included to sell, donate, or recycle the pieces that can't be put into circulation for patrons to borrow.
8. Nominating- Eric Talbot has resigned from the BOT due to scheduling constraints. Some names were discussed to fill two empty seats in January. Michele moved to nominate Shannon Appleby, seconded by Fred; all in favor. The second seat will be voted on at the January meeting.
9. Unfinished Business- BOT discussed Community Room policy (see attached). Fred feels that the room use agreement should include a provision where the signer agrees financial responsibility for lost keys. There is a significant expense involved with changing locks and distributing new keys. Robin will add a fee of \$250.00 for lost keys to the policy. It was also suggested that the policy inform users that anyone using the elevator after hours will receive no response from the emergency call button, as it only sounds in the library. Anyone using the elevator after hours should be monitored, and 911 called in case of emergency. Motion to accept the policy as corrected by Michele, seconded by Connie; all in favor, motion carried.
10. New Business- Nominations for 2017 slate of officers was discussed. Fred moved that all nominations match the current officers, seconded by Michele; all in favor. Nominations will be voted in at the January meeting. BOT expressed gratitude to both Kirsten and Eric, and would welcome them back for future terms if interested.
11. Motion to adjourn by Connie Doyle  
Seconded by Michele Miller  
Meeting adjourned at 6:40pm

Respectfully submitted,

Patricia Linderman