

CUBA CIRCULATING LIBRARY
BOARD OF TRUSTEES MEETING

January 9, 2017

Present: Jamie Achey, Shannon Appleby, Christine Berardi, Connie Doyle, Marsha Long, Michele Miller, Fred Pearce, Bob Rasmussen, Lorraine Sirianni, Robin Valeri, Leah Weber, Tina Dalton

Absent: Jamie Murphy

1. The meeting was called to order by President Robin Valeri at 5:38 p.m.
2. Public Comment- None
3. Friends of the Library- Presented their new constitution and bylaws, and also a Memorandum of Understanding with the Library (see attached). Motion to accept the Friends Memorandum of Understanding by Christine Berardi, second by Lorraine Sirianni; all in favor, motion carried.
4. Minutes of the December meeting were read.
 - a. Corrections: Jamie Achey not present.
 - b. Motion to accept corrected minutes by Christine Berardi
 - c. Seconded by Michele Miller
 - 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. Committee Reports
 - a. Finance- Michelle presented summary of investment accounts.
 - b. Building and Grounds- Leah replaced a flusher in the women's bathroom. Fred discussed ice melters on the roof. Projected start date for construction on the library entryway is March 10. Christine would like library staff to order the non-smoking sign on Amazon. Leah will call Jim Travis to take down the Christmas decorations. Leah will ask Xtreme Contracting to add an outside electrical outlet by the front door when they do the entryway construction.

- c. Personnel- Committee needs to add medical leave and whistle-blower policies to the personnel policy.
 - d. Acquisitions/Art Gallery- No current display.
 - e. Planning- Leah will e-mail committee to schedule a meeting.
 - f. Programs- (see directors' reports) Leah will e-mail committee to schedule a meeting.
 - g. Technology- Leah presented her updated 3D printer policy (see attached) Motion to accept the policy as presented by Christine Berardi, second by Michele Miller; all in favor, motion carried .
 - h. Nominating- None
7. Unfinished Business- None
8. New Business- Robin provided orientation to new BOT members. Planning committee to update the Library Purpose, create a technology plan, create a sustainability plan, and update the acquisition policy regarding donations. Leah and Tina will update the collection development policy. Leah will create a sign-up sheet for BOT members to take turns as Board Liaison to the Friends. Michele will attend in April. Robin proposed the library renew its membership to Library Trustees Association. Motion to approve by Lorrain Sirianni, second by Fred Pearce; all in favor, motion carried. The Library may come to an agreement with the Cuba Cultural Center about plowing and maintenance of the parking lot, checking with Jamie Murphy on liability first. Motion by Michele Miller to sell old coffee table, seconded by Connie Doyle; all in favor, motion carried. Fred will clean out the old bathroom and get rid of unneeded items.
9. 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.
10. Motion to adjourn by Christine Berardi
Seconded by Lorraine Sirianni
Meeting adjourned at 6:31pm

Respectfully submitted,

Patricia Linderman