

**Cuba Circulation Library**  
**1nbbbBoard of Trustees Monthly Meeting Minutes**  
**Monday, October 12, 2020**

**This meeting was via Go To Meeting and HUB**

**Present:** Christine Berardi, Faith Stewart, Thomas Donahue, Lynn Fulmer, Sara Talbot, David Crowley, Lin Assink, Trisia Young, Tracy Knavel and Sharry Semans

**Also Present:** Tina Dalton

**Absent:** Marsha Long and Gary Enderle

**Call to Order:** The meeting was called to order by Christine Berardi, at 5:30 PM

**Public Comment:** None

**Friends Report:** None, though Tina indicated the Friends were planning a silent auction for December 7-12, 2020. Local artists will be painting the purple children chairs we gave to them, and that is what will be auctioned.

**Minutes of Previous Meeting:** Lynn Fulmer moved to accept the Minutes of the September Meeting. The motion was seconded by Trisia Young, and the motion was passed.

**Treasurer's Report:** Since Gary Enderle was absent, Tina asked if there were any questions re his report. No one had questions.

**Committee Reports:**

**Finance:** There was no discussion regarding the information on the Profit and Loss Statements. Tracy Knavel moved to accept the Profit and Loss statements, and David Crowley seconded the motion. The motion passed.

**Building and Grounds:** Lynn Fulmer indicated the plaque was up.

She also has painted the Community Room display walls. The new hanging system is in place, and Wendy, the person who sets up the gallery for us, has put up a new display.

The letters for the signage over the front door are on order and will be installed as soon as they are in.

The water for the outside spigot has been turned off.

The ivy on the side of the building has been torn down.

The kickplate for the front door had to be reordered because it was the wrong metal.

**Personnel:** Christine indicated the Committee had done Tina's evaluation, and that raises had been set for all the staff.

**Acquisitions/Gallery:** No report. (see above)

**Planning:** No report.

**Programs:** Tina indicated they had their first program for adults, and it went well. All of the other planned programs are going smoothly.

**Technology:** No report.

**Nominating Committee:** Tina indicated we had two responses to the advertisement we put on our website for recruiting new Trustees. The Committee had not yet contacted either.

It was asked if the Committee would have a slate of officers for the next meeting, and Lynn indicated they would.

**Unfinished Business:**

1. **Amending the Charter:** Sharry Semans indicated she had been in touch with NYS Regents and was told the Regents had to review our Charter before we took any further action. The Regents will let us know if there are any outstanding issues that we may want to take care of at the same time we make application to amend the Charter to reduce the number of Trustees, since there will be a \$60 filing fee. That way, we can get everything done at once, paying only the one fee. Sharry also indicated she had talked with Brian Hildreth from STLS who indicated that it was taking 1 to 2 years to get an amendment to the Charter resolved.
2. **Lift:** Brian Hildreth had sent information stating that some of the grants requested by the Libraries were being delayed due to Covid, and the amount of money approved for our grant is not available at this time. Therefore, if we needed the Lift sooner than later, we should go ahead and pay for it ourselves. Hopefully, the grant we had approved by the State will come through at some point in the future. Tina indicated that we would need \$20,322.50 (which is half the cost) as a down payment for the Lift and in order to get the project started. The balance of \$20,322.50 would be paid after the Lift was installed and operating. Accordingly, the total cost for the Lift is \$40,645. After discussion, Lynn Fulmer made a motion to use our own funds for the new Lift in the amount of \$40,645. Dave Crowley seconded the motion, and the motion passed. Tina will talk with the Finance Committee about which fund to withdraw from, and get the project started.
3. **Policy Manual:** The Policy Manual has been completed. Tina indicated she would be sending it out for review to all Trustees via google docs. She will also include a list of Trustee names along with a request for each Trustee to review certain policies. All Trustees will have the full Manual to refer to while reviewing their assigned policies. Any changes or edits by Trustees can be made to the policies and returned to Tina. The objective is to have the reviews done by our November meeting, at which time any edits, etc., can be discussed. It is the hope to have this project completed and approved by the Board at the December meeting.

**Director's Report:** Tina reviewed her report and answered relevant questions. She indicated that we were sponsoring ads for an anti-bully campaign over the local radio station, thus putting the Library's name out there. She also indicated the grant for the media lab had come through in the amount of

\$3,000 to purchase a camera, laptop, etc., so Cherilynn no longer had to use her personal equipment for videos.

Trisia Young made a motion to adjourn the meeting at 6:07 PM, and Tracy Knavel seconded it. Passed

Respectfully submitted:

Sharry Semans  
Secretary