

Cuba Circulating Library
Board of Trustees Monthly Meeting Minutes
Monday, February 11, 2019

Present: Christine Berardi, Marsha Long, Lynn Fulmer, Trisia Young, Gary Enderle, David Crowley, Faith Stewart, William Fraser, Sara Talbot and Sharry Semans.

Also present was Tina Dalton, Director.

Absent: Robin Torpey and Shannon Appleby

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

Public Comments: None.

Friend's Report: Twila Barr indicated that the Bake Sale/Book Sale is scheduled for February 12, 2019, from 10:00 AM to 7:00 PM.

Minutes of Previous Meeting: Under New Business, it was indicated that the duties of the recording secretary and correspondence secretary would be combined. That will not occur. At this time, Lynn Fulmer will continue to act as correspondence secretary, and Sharry Semans will continue as recording secretary. An addendum will be added to the previous minutes so indicating, and an addendum will also be added to the Minutes of the Annual Meeting so indicating.

David Crowley moved to accept the minutes of the January meeting with the addendum clarification, and William Fraser seconded the motion. The motion was passed.

David Crowley moved to accept the minutes of the Annual Meeting with the addendum clarification, and Trisia Young seconded the motion. The motion was passed.

Treasurer Report: Gary Enderle reviewed his written report, indicating \$40,000 was deposited in the Five Star Bank to be used toward the entrance construction. Lynn Fulmer indicated that some of the monies had already been used to pay for the windows and some other items.

Tina indicated that \$500 will be taken out of the book fund for this year.

Miscellaneous: Christine announced that Shannon Appleby submitted her resignation.

Committee Reports:

Finance: See above. Also, Tina will try to schedule a meeting with Lori and the Finance Committee.

Buildings/Grounds: Lynn Fulmer indicated there had been elevator malfunction issues, which may or may not have been repaired.

A spreadsheet for maintenance issues, such as when to change furnace filter, smoke alarms, etc. is being prepared.

Regarding the overhang for the front door, Lynn indicated that Lisa Robinson, who has prepared the drawings, is concerned about the roof lines, etc., and would like to show and explain the issues to the Trustees. A meeting with Lisa has been scheduled for February 25, 2019, at 3:00 PM, at the library for any Trustee that would like to attend.

Personnel: Christine indicated that Tina had received her review, and it was an excellent review. Tina indicated that the employees had had their reviews.

Acquisitions/Gallery: There was no report.

Planning: Marsha Long indicated that long range planning was her current goal. She indicated that she has reviewed plans from other libraries, most of which included information about the community. Thus the Planning Committee prepared a survey, which included questions about the community, and which Marsha distributed. She asked Trustees to interview/survey two to three people and bring it back to the next meeting.

Programs: Tina indicated programs are going along, and the Program Committee should be meeting shortly.

Technology: Tina indicated all machines were up and working. She also indicated that STLS is exploring a possible grant for new computers. She will keep us posted.

Nominating Committee: No report at this time. However, the Nominating Committee will begin searching for a replacement Trustee.

Director's Report: Tina Dalton furnished us with, and quickly reviewed, her report.

Unfinished Business: The revised Patron Policy was distributed and discussed. Bill Fraser moved to accept the policy and Marsha seconded the motion. The motion passed.

Regarding fines, it was explained that there is now a bag at each of the schools for children to return their library books. The bag will be picked up by various trustees and the books returned to the library. Because of the delay in time from when the books are put in the bag, and when the bag is returned to the library, there will be no fines assessed.

There was discussion regarding the crosswalk sign. The Village had agreed to make the sign and pay for it, but when Tina talked to the Mayor, the Mayor indicated it would cost \$400, and the Village would not be able to pay for it. Dave Crowley and Tina will discuss the signage with the Head Start people as they may require such signs in the future, and look into other options.

New Business: None.

A motion was made by Sharry Semans to move into Executive Session to discuss personnel issues. The motion was seconded by David Crowley and the Executive Session started at 6:05 PM. The session ended at 6:15 PM.

A motion to adjourn the meeting was made by Sara Talbot and seconded by Marsha Long. The motion passed and the meeting was adjourned at 6:15 PM.

Respectfully submitted, Sharry Semans, Recording Secretary