

Cuba Circulating Library
Board of Trustees Monthly Meeting Minutes
Monday, April 8, 2019

Present: Christine Berardi, Lynn Fulmer, Gary Enderle, Faith Stewart, Robin Torpey, Trisia Young, Sara Talbot, Hannah Whittaker and Sharry Semans

Also present was Tina Dalton, Director

Absent: Marsha Long, David Crowley and William Fraser

Call to Order: The meeting was called to order by Christine Berardi at 5:31 PM.

Public Comments: None.

Friend's Report: Twila Barr indicated that the Friend's Annual Meeting on April 2, 2019, was successful. Nancy Robinson was honored at the event. Twila also indicated there is a Puzzle/Plant sale scheduled for April 9, 2019, from 10:00 AM to 2:00 PM.

Minutes of Previous Meeting: Lynn Fulmer moved to accept the minutes of the March meeting and Trisia Young seconded the motion. The motion was passed.

Treasurer Report: Gary Enderle reviewed his written report. After some discussion, Faith Stewart made a motion to accept the report, and Robin Torpey seconded the motion. The motion was passed.

Gary also advised that Jill Pleakis from Morgan Stanley would be coming to our July meeting.

Committee Reports:

Finance: See above. Tina submitted a quarterly profit and loss statement, and also the March report. Tina noted that there are some changes she wants the bookkeeper to make regarding some of the line items.

Buildings/Grounds: Lynn Fulmer indicated that we have the no smoking signs and they will be posted soon.

She also asked for volunteers for outside cleanup, and will be scheduling a cleanup date soon. We will need mulch and flowers. A motion was made by Christine Berardi to allow for the purchase of mulch and flowers up to an amount of \$300. Trisia Young seconded the motion. The motion was passed.

Prior to this meeting, Lynn Fulmer outlined the approximate size of the proposed roof overhang outside on the sidewalk, which all felt was very helpful. After some discussion of what to do next with the overhang project, it was decided we need to hire an architect. Lynn Fulmer indicated that she felt Lisa Robinson's husband would be interested in doing the drawings. She will contact him. A motion was made by Lynn Fulmer to hire an architect to prepare the drawings for an amount not to exceed \$1,000. Trisia Young seconded the motion, and the motion passed.

Tina Dalton indicated that there was leftover money from a construction/building grant. She used the money to fix some faucets and toilets.

Personnel: There was no report.

Acquisitions/Gallery: There was no report.

Planning: There was no report.

Programs: Comments were made about the success and number of programs running. Our compliments to Tina and Cheryl for doing an outstanding job.

Technology: Robin Torpey indicated all was going well. There may be need for a new computer screen for the microfilm unit, and Tina is looking into a possible grant from STLS to assist with the purchase of one.

Tina also stated that she would like to change out the phone system. She has been working with our technology person to do that. She has some cost estimates. One of them offers free equipment and the monthly cost would be approximately the same as our monthly phone bill now.

Nominating Committee: No report.

Unfinished Business: Tina reported on the “no more fine” issue. She stated that as of next week there will be no more fines assessed. She is working with STLS to have any pending fines removed from patrons’ accounts. There will be an article in the Patriot about this.

New Business: Tina has revamped some of the current policies.

- i. Room Use Guidelines has been changed to include no smoking anywhere on the property. A motion was made by Faith Stewart to accept the new Guidelines with the changes. Trisia Young seconded the motion, and the motion passed.
- ii. Personnel Policy has been changed to indicate that vacations will start six (6) months after employment begins. Lynn Fulmer moved to accept the Policy with those changes. Faith Stewart seconded the motion and the motion was passed. It was also agreed that the Personnel Committee would meet in the near future to discuss possible changes regarding sick days.
- iii. The Circulation Policy was changed to reflect the new policy regarding no fines. Faith Stewart made a motion to accept the Policy with the changes discussed. Trisia Young seconded the motion, and the motion passed.

Tina also advised that STLS offered a grant of \$600 for storytime and other children programs.

Director’s Report: Tina Dalton furnished us with, and discussed her report.

Tina also indicated there was a box provided by ACCORD for people to donate hygiene items. The general public is allowed to come in and take what they need.

Tina also furnished a copy of the Youth Services Monthly Report.

A motion to adjourn the meeting was made by Robin Torpey and seconded by Hannah Whittaker. The motion passed and the meeting was adjourned at 6:20 PM.

Respectfully submitted,

Sharry Semans, Recording Secretary