

**Cuba Circulation Library**  
**Board of Trustees Monthly Meeting Minutes**  
**Monday, November 18, 2019**

**Present:** Christine Berardi, Lynn Fulmer, Sara Talbot, Trisia Young, Marsha Long, Hannah Whittaker, Faith Stewart, Gary Enderle, Dave Crowley and Sharry Semans

**Also Present:** Tina Dalton

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

**David Crowley brought the following Resolution before the Board honoring William Fraser:**

**Whereas**, the Cuba Circulating Library community lost a strong, forward-thinking leader and generous, knowledgeable mentor on Wednesday, November 13, 2019 with the death of William Fraser; and

**Whereas**, Mr. Fraser was a tireless and outspoken advocate of the intellectual freedom and the freedom to read; and

**Whereas**, Mr. Fraser was an enthusiastic supporter of the Cuba Circulating Library Association Inc.; and served with distinction as a Trustee of the Library Association, and

**Whereas**, his true legacy lies in the profound effect he had on the countless men and women he mentored and taught throughout his career,

**Now, therefore be it RESOLVED** that the Cuba Circulating Library Association Board of Trustees extends its sincerest condolences to his family and friends.

The motion/resolution was seconded by Lynn Fulmer, and was passed.

**Public Comment:** None

**Friends Report:** Twila Barr indicated there would be a cookie sale on December 7<sup>th</sup>, and that the Friend's would have their end of year report done in January.

**Minutes of Previous Meeting:** Faith Stewart moved to accept the minutes of the October meeting, and Trisia Young seconded the motion. The motion was passed.

**Treasurer's Report:** Tina indicated we had received the payment of funds from the school. The Profit and Loss Statement was discussed. Sara Talbot moved to accept the Treasurer's Report and Marsha Long seconded the motion. It was passed.

**Guest Speaker:** Lee James was to present on our insurance issues. However, she was still waiting for some information, so she did not come to meeting but will reschedule. In the meantime, Tina furnished us with some information regarding reducing our insurance premiums. More information will be forthcoming.

**Committee Reports:**

**Finance:** Gary Enderle indicated all of the funds were doing well, and answered some of our questions.

Tina furnished a copy of the current Investment policy, per last month's meeting. It was discussed in detail. A motion was made by David to revise the policy to include the following language: "The Board of Trustees may, at their discretion, vote to withdraw annually up to four percent (4%) of the trailing average of the last sixteen (16) quarters from the Endowment Fund and deposit the monies into the operating account." The motion was seconded by Sara, and the motion was passed.

**Building and Grounds:** Lynn reported that the roof over the front door was almost completed.

After discussion, it was decided that Jim Travis will be asked to clean up the dead plants.

Tina will get the carpet cleaned.

Discussion was had regarding the gallery wall. It was decided that Lynn will look into repair of the wall, painting it, and getting some gallery style hanging fixtures.

**Personnel:** Nothing to report

**Acquisitions/Gallery:** No report

**Planning:** Marsha talked about the library's long range plan. No one had any comments or editions to the submitted draft of the Plan. Marsha will finalize the Plan by the next meeting.

**Programs:** Tina said programming is going well.

**Technology:** Tina reported that that we received grant funding for five (5) hot spots. Before we make them available to the public, she is investigating how we will keep track of the loan of the hot spots, preparing a written policy for the patrons, etc. She will keep us posted.

**Nominating Committee:** A motion was made by Lynn that, due to the exceptional circumstances of Bill's death (Chair of the Nominating Committee), and the resignation of Robin Torpey (member of the Nominating Committee), that we should table any possible nominations until the next meeting. The motion was seconded by Trisia, and the motion passed.

**Unfinished Business:** None to report

**New Business:**

1. **Bank Account:** Tina advised that Marlene Doyle and Michele Miller were still signors on the Five Star bank account. A motion was made by Lynn Fulmer to remove Marlene Doyle and Michele Miller as signors on the Five Star bank account, and to add Christine Berardi and Gary Enderle as signors on the account. The motion was seconded by David Crowley, and the motion passed.
2. **Outside Cameras:** Tina furnished a quote for the cameras. However, there was discussion about addition of another camera, where to put them, a possible wireless connection, etc. Tina will obtain more information and get back to us.
3. **Donors:** Tina indicated we received an anonymous donation of \$3,000 which will be deposited into the Endowment Fund. Larry Dye donated \$500 toward the door overhang construction. Discussion was had about putting a donor plaque inside of the doorway with donor names for the door project.
4. **Town:** Tina reported that the Town Board voted to continue to give us \$19,000 per year. She is talking with Lee James, the upcoming Supervisor, about possibly writing a contract with the

Town so we do not have to worry about the funding on a yearly basis. Tina will update us on this as it progresses.

**Director's Report:** Tina reviewed her report and Youth Director's report with us.

**Executive Session:** David Crowley motioned to move into Executive Session. Trisia Young seconded the motion. The Board moved into Executive Session at 7:05 PM. Personnel issues were discussed in the session.

Lynn Fulmer moved to come out of Executive Session at 7:15 PM. David Crowley seconded the motion, and the Board resumed its meeting.

Faith Stewart made a motion to adjourn the meeting at 7:16 PM, and Lynn Fulmer seconded it. Passed

Respectfully submitted:

Sharry Semans

Secretary