

**Cuba Circulation Library**  
**Board of Trustees Monthly Meeting Minutes**  
**Monday, December 9, 2019**

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

**Absent:** David Crowley

**Also Present:** Tina Dalton and Lee James

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

**Public Comment:** None

**Friends Report:** Twila Barr advised that the bake sale had been successful, earning approximately \$220.

**Minutes of Previous Meeting:** Faith Stewart moved to accept the minutes of the November meeting, and Lynn Fulmer seconded the motion. The motion was passed.

**Treasurer's Report:** Tina reviewed the bookkeeper's reports. Gary moved to accept the report, Sara seconded the motion, and the motion passed.

**Guest Speaker:** Lee James provided some options for liability/premise insurances. She explained the several options. It was decided that we would attempt to go through the Utica National risk management requirements. However, no decision was made to change our insurance coverage at this time. We will continue to investigate, as there is not a time limit/urgency in deciding this matter.

**Committee Reports:**

**Finance:** Gary Enderle indicated all of the funds were doing well. He indicated we would be discussing the book fund in January.

**Building and Grounds:** Lynn indicated we had spent about \$11,852 for the overhang, which will be offset by grants and other funding. There was a discussion about a possible memorial for Bill Frasier, and others for the overhang. There are still some finishing projects before the overhang is completed.

**Personnel:** Tina indicated she has narrowed the Page applicants to four. She will be hiring someone in the near future.

**Acquisitions/Gallery:** There was discussion about advertising each of the artists during their exhibit, such as putting a notice about the artist upstairs. Also, Tina will begin to put something in the newspaper about the exhibit, hoping to draw more interest.

**Planning:** Marsha submitted the Long Range Plan for review. It contained a new Mission and Vision Statement. A motion was made by Marsha to accept the Mission and Vision Statement. Trisia seconded the motion, and the motion passed.

Faith made a motion to accept the Long Range Plan, which was seconded by Trisia. The motion passed.

**Programs:** The Programing Committee had recently met. All is going well.

**Technology:** Tina reported that hot spots are coming soon. Before we make them available to the public, Tina 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:** Lynn Fulmer indicated she has three nominees for consideration, all of whom have agreed to join the Board. The nominees are Thomas Donahue, Tracy Knavel and Lin Assink. A motion was made by Lynn Fulmer to accept the nominations, and that the nominees would serve their terms as follows: Thomas Donahue will take over the remainder of Robin Torpey's term (two years); Tracy Knavel will take the remainder of William Fraser's term (two years), and Lynn Assink will begin a full three year term, all to start in January 2020. The motion was seconded by Marsha, and passed.

**Unfinished Business:** Tina furnished two quotes for the cameras. However, after much discussion, Tina was asked to get a further quote from Austin Locks and Security.

**New Business:**

- 1. Auditor quotes:** Tina provided quotes from two auditors. We are leaning toward Ed Bysiek, but have requested to get information regarding his one year versus five year contract.
- 2. 2020 Budget:** Tina reviewed the budget with us, and a motion to accept the budget was presented by Lynn. Faith seconded the motion, and the motion passed.

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

Trisia made a motion to adjourn the meeting at 7:00 PM, and Hannah seconded it. Passed

Respectfully submitted:

Sharry Semans

Secretary