

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, January 13, 2020

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

Also Present: Tina Dalton

Call to Order: The meeting was called to order by President, Christine Berardi, at 5:40 PM

Public Comment: None

Friends Report: Twila Barr advised there is a book sale on February 10 and 11, with a bake sale on the 11th. The sale will be open to Friends members only on Feb 10 from 9:00 AM to 9:45 AM.

Minutes of Previous Meeting: It was noted that Lin Assink's name was misspelled. Faith Stewart moved to accept the minutes of the December meeting with the correct spelling of Lin Assink's name, and Lynn Fulmer seconded the motion. The motion was passed.

Treasurer's Report: Gary Enderle indicated all of the funds were doing well.

Committee Reports:

Finance: Tina indicated she has started to process the withdrawal of the four percent of the trailing average of the last sixteen (16) quarters from the Endowment Fund and will deposit the monies into the operating account. It is anticipated it will be about \$7,000.

There was a \$2,000 bequest from Mrs. Vanderhorst which was deposited into the checking account, as well as a \$1,000 bequest from the Neu's. These monies will be withdrawn and then deposited into the Endowment account.

Tina reviewed the Profit and Loss statements, which show we are over budget by about \$30,000. Tina indicated that was due to the purchase of the ScanPro and underestimating payroll taxes. She is going to review this in more detail with the bookkeeper. It was decided that the Finance Committee should have a meeting prior to our next Board meeting. Then they will furnish us with more information.

A motion was made by David Crowley to accept the Profit and Loss Statements. Marsha seconded the motion, and the motion passed.

Building and Grounds: Lynn advised there were leaks around the new overhang, and we might have to look into gutters. Also, she wants to purchase a roof rake to take off the snow when necessary. She is working with the contractors to fix this problem.

She has contacted Mike Miller about patching and painting the walls for the art gallery. She has also looked at possible hanging options.

Personnel: Tina indicated she hired Rylee Peacock for the Page position.

Acquisitions/Gallery: No report, but there was discussion about advertising somehow for the showing artist.

Planning: Marsha reported that she is working on assigning duties to implement the Long Range Plan. The Planning Committee will be meeting in the near future.

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

Technology: No report.

Nominating Committee: No report.

Unfinished Business:

- 1. Cameras:** Tina furnished two quotes. After discussions, Lynn made a motion to adopt the Austin proposal. Sara seconded the motion, and the motion passed. Tina will contact Austin and get it done.
- 2. Auditor:** Tina indicated that Ed Bysiek would give us a one year contract for \$2,500 to review our books. Dave moved to accept the contract for Ed Bysiek. Trisia seconded the motion, and the motion passed. Tina will contact Ed Bysiek and get things moving.
- 3. Property Insurance:** After a short discussion, it was decided we would insure with Utica Mutual, which included the molestation language. David made a motion to switch our property insurance to Utica Mutual. Faith seconded the motion, and the motion passed. Tina will implement the change.
- 4. Hot Spot Policy:** Tina furnished us with a Hot Spot Policy. After some discussion, Lynn moved to adopt the policy. Trisia seconded the motion, and the motion was passed.

New Business: Tina updated the Circulation Policy to include information about the hot spot loans, and other items. After discussion, Faith moved to adopt the Circulation Policy as amended. David seconded the motion, and the motion was passed.

Christine brought up the idea of remodeling the children/tween sections. She and Tina are brainstorming this idea. More ideas coming.

Director's Report: Tina reviewed her report and Youth Director's report with us. Cherilynn's report indicated she is trying to get a scholarship for her attendance at a professional development seminar. We discussed the fact that, if she is unable to get the scholarship, we will find some way to finance it so she can attend.

Trisia made a motion to adjourn the meeting at 6:45 PM, and Lynn seconded it. Passed

Respectfully submitted:

Sharry Semans

Secretary