

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, February 10, 2020

Present: Lynn Fulmer, Sara Talbot, Marsha Long, Gary Enderle, Tracy Knavel, Lin Assink, David Crowley, and Sharry Semans

Absent: Christine Berardi, Trisia Young, Faith Stewart, Thomas Donahue

Also Present: Tina Dalton

Call to Order: The meeting was called to order by David Crowley, at 5:30 PM

Public Comment: None

Friends Report: None

Minutes of Previous Meeting: Gary Enderle moved to accept the Minutes of the Annual Meeting. The motion was seconded by Lynn Fulmer and the motion was passed. Lin Assink moved to accept the Minutes of the January meeting. The motion was seconded by Marsha Long, and the motion passed.

Treasurer's Report: Gary Enderle indicated all of the funds were doing well. There were a few questions which Gary answered. He also indicated he may change up the form he is using in the near future.

Committee Reports:

Finance: Tina reviewed the Profit and Loss Statements showing where some items were combined and explaining some other of the lines. Tina also indicated that the bookkeeper would be taking over the payroll sometime in the next couple of months. The bookkeeper is much more accessible than the payroll company, and it will cost about the same.

A motion was made by Lynn Fulmer to accept the Profit and Loss Statements. Lin Assink seconded the motion, and the motion passed.

Building and Grounds: Lynn advised that the mason was coming the near future to check the problem with the columns holding up the overhang. We are also contemplating fixing the drip into the outside bulletin board by putting spacers behind it and pulling it away from the wall. Lynn is still working with the contractor regarding some other unfinished business.

Lynn is gathering information about getting the plaque lettered for patrons/past patrons who will be listed for help in financing the overhang.

Regarding the art wall, Lynn did patch the holes and she is hoping to have it painted in the near future. She has looked at adjustable purlone hangers and it appears to be about \$300 for 20 hangers. Tina will check out grants for paying for them, including asking the Friends.

Personnel: No report

Acquisitions/Gallery: No report

Planning: Marsha distributed and reviewed the time line for long range planning.

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

Technology: No report.

Nominating Committee: No report.

Unfinished Business:

1. **Cameras:** These will be installed in the very near future.
2. **Auditor:** Tina and the bookkeeper are working with Ed Bysiek and everything is moving along.
3. **Property Insurance:** The change has been implemented.
4. **Hot Spot Policy:** People are using the hot spot devices and there have been no problems so far.

New Business:

1. **Sexual Harassment Training:** It was decided that for those that get the training through their employment, they would submit a copy of the certificate or verification of the course. For those that do not get it through their employment, they can watch the NYS website and sign an affidavit that Tina will create, affirming they watched the videos.
2. **Special committee for redesign of children's space:** A committee was established to discuss and plan for the possibility of redesigning/updating the children's space. The committee will include the following Trustees:
 - Sara Talbot**
 - Marsha Long**
 - Tracy Knavel**
 - Lynn Fulmer**
 - Christine Berardi**
 - Sharry Semans**
 - Tina Dalton**
 - Cherilyn Wise**
3. **Community room use agreement:** Tina provided an updated agreement to include the new language required by the insurance. She is waiting to hear back from the insurance company before finalizing the agreement.
4. **Census:** Tina explained that the State is giving grants to libraries assisting in the census. STLS is giving her the details. Meanwhile, she will need to hire people to help. Some of the staff is interested, and they will get first dibs. It may also require the library being open on Fridays. A motion was made by Lynn Fulmer allowing Tina to be in charge of all that has to do with getting the grant, hiring people, and everything else associated with the census. Tracy seconded the motion, and the motion passed.

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

Tracy made a motion to adjourn the meeting at 6:37 PM, and Sara seconded it. Passed

Respectfully submitted:

Sharry Semans

Secretary