

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, May 11, 2020

This meeting was held via Go To Meeting

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

Also Present: Tina Dalton and Cherilyn Wise

Call to Order: The meeting was called to order by Christine Berardi, at 6:30 PM

Public Comment: None

Friends Report: None

Minutes of Previous Meeting: Marsha Long moved to accept the Minutes of the March Meeting and the Special Meeting Minutes. The motion was seconded by Faith Stewart and the motion was passed.

Treasurer's Report: Gary Enderle indicated all of the funds increased from last month. The current Anonymous Fund has \$561,697.58, Endowment Fund has \$223,224.89 and the Book Fund has \$12,097.01. Marsha Long moved to accept his report, and David Crowley seconded the motion. The motion passed.

Committee Reports:

Finance: Tina reviewed the Profit and Loss Statements. No one had any questions. Tina indicated she had applied for the payroll protection loan from the Gov't for eight weeks of payroll. We were granted \$25,000. If we use 75% or more of the funds for payroll and have not laid off any employees for eight weeks (since the start of the pandemic), the loan will be forgiven. Tina indicated we qualify.

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

Tina provided us with the Report on Financial Statements from the accountant. A motion was made by Lynn to approve the Report. Faith seconded the motion, and the motion passed.

Building and Grounds: Lynn advised we are still having issues with the overhang. The posts will be painted soon, but she is in talks regarding the bricks and some other issues.

Lynn has received proposed plaques regarding patrons/past patrons who will be listed for help in financing the overhang. She and Tina are discussing.

Regarding the art wall, Lynn did patch the holes and she is hoping to have it painted in the near future. She has received the hanging system.

Lynn indicated she could use some help to clean up the grounds. A few of the Trustees indicated they would help. In the meantime, Lynn and Christine will get together to purchase mulch and flowers.

A motion was made by Lynn for funds up to \$500 to purchase the mulch, flowers and other items for the outside of the building. Dave Crowley seconded the motion, and the motion passed.

Personnel: No report

Acquisitions/Gallery: No report

Planning: Marsha offered the Planning Committee's assistance to Tina to help her with the reopening plan. Tina accepted the help, and the Planning Committee will be meeting in the near future.

Programs: Tina provided a revamped Programming Policy. Faith moved to accept the Policy, and Dave seconded the motion. The motion passed.

Technology: Tina stated she was applying for a grant to assist in the purchase of video equipment. The Library does not have any, and at this point, with everything going viral, it is becoming an essential need.

Nominating Committee: No report.

Unfinished Business: None.

New Business:

- 1. Security cameras:** The Police Dept requests that businesses/individuals who have security cameras register their information with them in the event they could use the videos to assist in solving crimes. We discussed privacy issues of patrons inside the building, but thought that outside cameras could be used by police without subpoenas or breach of privacy issues. Tina is going to check with STLS and other librarians to see what their policies are and report back to us.
- 2. Annual Report:** Tina furnished us with a copy of the Annual Report. There are a few minor changes that were requested – add Marsha's name to the Board of Trustees list, and change CRCS Voters to CRCS Tax Levy. Sara Talbot made a motion to accept the Annual Report with those changes. Lin Assink seconded the motion, and the motion passed.
- 3. Reopening procedure:** There was a lot to discuss. Tina indicated she has ordered more sanitizers and disinfectants, gloves, etc. She is working on a shield for the front desk and other protective equipment. She also provided Addendums to the Patron Behavior Policy, Community Room Use Policy and Computer Use Policy for use during a public health crisis. After discussions, it was agreed that the Community Room Use Policy would state that, during this public health crisis, the meeting rooms would remain closed. A motion was made by David to adopt the Addendums with that change. Marsha seconded the motion, and the motion passed.

Director's Report: Tina reviewed her report with us. She stated that this year's Summer Reading Program will be virtual. Kits with supplies for activities will be distributed before the start of the program. Virtual story time will continue. The only adult program to be rescheduled at this point is the Tea, for September.

Tina also indicated that the Friends were giving us the \$5,000 they had budgeted for us for the year, without us asking for anything specific. Tina will use \$1,000 of those funds toward Overdrive projects.

She would also like us to purchase a router for the Maple Street side of the building to make wireless available on that side of the property.

Lynn made a motion to adjourn the meeting at 7:27 PM, and Dave seconded it. Passed

Respectfully submitted:

Sharry Semans

Secretary