

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

This meeting was via Go To Meeting and HUB

Present: Christine Berardi, Faith Stewart, Thomas Donahue, Lynn Fulmer, Sara Talbot, Gary Enderle, David Crowley, Lin Assink and Sharry Semans

Also Present: Tina Dalton

Absent: Trisia Young, Marsha Long, Tracy Knavel

Call to Order: The meeting was called to order by Christine Berardi, at 5:31 PM

Public Comment: None

Friends Report: None, though Tina indicated the Friend's Annual Meeting is on hold, and they are not sure of a book sale this year. Also, Sharry indicated she had read their new Volunteer Policy which basically mirrored ours.

Minutes of Previous Meeting: Lynn Fulmer moved to accept the Minutes of the July Meeting. The motion was seconded by Faith Stewart and the motion was passed.

Treasurer's Report: Gary Enderle indicated all of the funds had increased since last month and were doing well. There were no questions for Gary.

Committee Reports:

Finance: Tina indicated that the application for the PPP loan forgiveness will be done shortly. There were a couple expenditures on the Profit Loss Statements that Tina did not recognize, and she was going to be talking to the bookkeeper about them. She will report at the next meeting.

Building and Grounds: Lynn Fulmer advised that we are still having issues with the overhang, and that she is still trying to reach the contractor to get the issues fixed.

She has the plaque in hand naming people who donated for the overhang but is still having trouble finding someone to install it.

She met with the landscaper from the Rushford area. He gave an estimate of \$5,200 which Lynn believes is too high. Christine recommended another landscaper, so Lynn will get in touch with him.

Lynn and Tina talked about lettering for the outside of the arch which would read either "Cuba Library" or "Cuba Circulating Library". Everyone agreed that was a good idea, but there was no decision which lettering or coloring. We will discuss at next meeting.

Tina indicated that the lowest quote she could get for a new elevator was \$41,645.

Personnel: Tina indicated we have a new custodian. Her name is Teresa Bell.

Acquisitions/Gallery: No report.

Planning: No report.

Programs: Tina is hoping the committee will meet soon regarding the fall programs.

Tina indicated there is an outdoor movie scheduled for August 27. The Village will block off East Main Street between Maple and Green Streets. Notices will go out to the few houses in the area so they are not taken by surprise.

Technology: Tina indicated that wifi had been installed on the Maple Street side of the building and everything was now working.

Nominating Committee: No report. Christine did indicate the Committee should begin looking for new Trustees as some terms will be ending in December.

Unfinished Business:

1. **Reopening Procedures:** Tina indicated that all was going well but, since the reopening, there has not been a crush of patrons coming in. Therefore, she will be removing the doorbell and the necessity for making appointments. If the number of patrons at one time is too many, she will handle accordingly, i.e., locking the door, asking some to step out, etc.
2. **Collection Policy:** Tina introduced the revised Collection Development Policy. Lynn Fulmer made a motion to adopt the Policy. Sara Talbot seconded the motion, and the motion passed.
3. **Pandemic/Emergency Plan Policy:** There was a confusing discussion. In the end, it was determined that Tina was talking about creating a procedure manual not a policy. (We had previously discussed and determined a specific quarantine policy was not needed in our March 30, 2020 Special Meeting). Tina is going to create a procedure manual which will include procedures we are using for the pandemic as well as procedures for all positions in the Library. The information contained in the manual will give the employees the ability to fill in for each other. Very good idea!

Director's Report: Tina indicated that the grant from United Way was used, and the final kits would be going to the Baptist Church and the Cultural Center for distribution. Cherilyn's report included several programs that were obviously a hit, as well as some pictures.

Once again, the Board expressed their pleasure about the phenomenal job all of the staff are doing.

Lynn Fulmer made a motion to adjourn the meeting at 6:16 PM, and Gary Enderle seconded it. Passed

Respectfully submitted:

Sharry Semans
Secretary