

**Cuba Circulation Library**  
**Board of Trustees Monthly Meeting Minutes**  
**Monday, November 9, 2020**

**This meeting was via Go To Meeting and HUB**

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

**Also Present:** Tina Dalton

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

**Public Comment:** None

**Friends Report:** None, though Tina indicated the Friends were planning a silent auction for December 7-12, 2020. Local artists will be painting the purple children chairs we gave to them, and that is what will be auctioned. Also, the Friends are going to set up a permanent book sale in the main part of the library. Sale of books will be by donation.

**Minutes of Previous Meeting:** Lynn Fulmer indicated a revision to be made to the October minutes. Tracy moved to accept the Minutes of the October Meeting with the revision. The motion was seconded by Lynn Fulmer, and the motion was passed.

**Treasurer's Report:** Gary Enderle presented his report. No one had questions. Gary did ask about the status of the lift and when payments had to be made. Tina indicated half had to be paid up front and the reminder upon completion.

**Committee Reports:**

**Finance:** Tina presented the Profit and Loss Statements. Trisia Young moved to accept the Profit and Loss statements, and David Crowley seconded the motion. The motion passed.

**Building and Grounds:** Lynn Fulmer indicated not much was going on. The letters were installed over the door, and the bench railings had been painted.

**Personnel:** Tina indicated Christmas gifts had been ordered for the staff, per Personnel Committee request.

**Acquisitions/Gallery:** No report.

**Planning:** Marsha indicated that we were requested to prepare a continuing pandemic plan, to be completed by April. It is requested, but not required, by the State. The Planning Committee plans to meet in January to work on this. In the meantime, there is an STLS seminar on December 3 regarding preparation of the plan, and she suggests Planning Committee members sign up.

**Programs:** Tina indicated in person programs for both adults and children were not being well attended. Programming will continue with virtual ones. However, since circulation is going fairly well, staff is going to concentrate on that.

**Technology:** No report.

**Nominating Committee:** Lynn Fulmer indicated the Committee had met and had selected Bradley Weaver as a Trustee, who has agreed to accept the position in January. It was also announced that David Crowley will be leaving at the end of the year, so the Committee needs to meet to come up with a second candidate.

**Unfinished Business:**

1. **Amending the Charter:** Sharry Semans indicated STLS had been in contact and there were no outstanding issues with the Charter. Therefore, the only issue to be amended would be the number of Trustees. It was decided after some discussion that the optimal number would be an odd number between 7-11. Sharry will notify STLS, and the process will begin.
2. **Policy Manual:** All Trustees had been assigned certain policies to review prior to the meeting. We went around the table and all reported any changes or edits and some discussions ensued. At the end, the only policy that will require any further edits is the Wireless Internet Policy. The Technology Committee will meet to revise this policy and submit to Trustees prior to the next meeting. The object is to have all policies finished and ready to vote on in the December meeting because we would like to have the Policy Manual finished prior to the end of the year.

**New Business:**

1. **MetLife Brighthouse holdings:** After some discussion regarding these funds, a motion was made by David Crowley to close those accounts and move the monies to our Morgan Stanley accounts. Lin Assink seconded the motion and the motion passed.
2. **2021 Budget:** Tina presented her proposed budget. She indicated that she did decrease some of the spending for programs; also decreased traveling budget because most conferences are now virtual; she added costs for pandemic supplies. She is going to change the amount of school tax because we did not ask for increase for 2021. There are some other small changes, and she will redo the budget.  
Also, pursuant to a procedure outlined in our motion of November 18, 2019, we will transfer money from the Endowment Fund into our operating account. A motion was made by Trisia Young to withdraw \$8,740.18 from the Endowment Fund and transfer it to our operating account. The motion was seconded by Sara Talbot, and the motion passed. Tina will also add this amount to the budget.
3. **Insurance:** Tina is getting some new quotes for Employment Practices Liability Insurance. She did furnish us with some information and we will vote on it at the next meeting. The first premium will be due on December 11.

**Director's Report:** Tina reviewed her report and answered relevant questions. She informed us that NYLA had asked her to speak on the panel for pandemic response. Congratulations!

Lynn made a motion to adjourn the meeting at 6:36 PM, and Tracy Knavel seconded it. Passed

Respectfully submitted:

Sharry Semans, Secretary