

**Cuba Circulation Library**  
**Board of Trustees Monthly Meeting Minutes**  
**Monday, December 14, 2020**

**This meeting was via Go To Meeting**

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

**Also Present:** Tina Dalton

**Absent:** Trisia Young

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

**Public Comment:** None

**Friends Report:** Tina advised that the Friend's made approximately \$235 in the chair auction.

**Minutes of Previous Meeting:** Lynn Fulmer moved to accept the Minutes of the November Meeting. The motion was seconded by Sara Talbot, and the motion was passed.

**Treasurer's Report:** There was a discussion about confusion regarding the Treasurer's Report and the Finance Committee Report. It was decided that the Profit and Loss Statements were actually what should be reported as the Treasurer's Report, and accepted by the Board. Therefore, for this meeting, Tina reviewed the Profit and Loss statements. There were no questions. A motion was made by Faith Stewart to accept the reports. Lynn Fulmer seconded the motion, and the motion passed.

**Committee Reports:**

**Finance:** Gary Enderle presented his report on our investments. Everything is going well.

**Building and Grounds:** Lynn Fulmer indicated not much was going on. Fireplace was cleaned. She also indicated that the maintenance chart was created. This will indicate when maintenance/annual repairs, etc., need to be done.

**Personnel:** Tina indicated we still had not found anyone to shovel the snow and mow the lawn. David is going to check with someone he recently hired.

**Acquisitions/Gallery:** No report. However, Tina indicated she had purchased a print of the Village, and Lynn Fulmer will work with her on getting it framed and hung.

**Planning:** Marsha indicated that the Planning Committee plans to meet in January to work on the pandemic response document discussed at the last meeting.

**Programs:** Tina indicated there have been fewer patrons in the building. She is going to put a notice in the Patriot about curbside service again, and the programs we have on line.

**Technology:** No report except that Sara indicated the Committee had met to review and edit the technology policies.

**Nominating Committee:** Lynn Fulmer indicated the Committee had met and had selected Bradley Weaver and Wendy Sprague for the two Trustee positions which will be vacant beginning in January. A motion was made by Lynn Fulmer to appoint Bradley Weaver and Wendy Sprague as Trustees beginning in January 2021. The motion was seconded by Sara, and the motion passed.

Lynn also indicated that the slate of Officers to take office in January would be:

Faith Stewart as President;  
Sara Talbot as Vice President;  
Gary Enderle as Treasurer; and  
Sharry Semans as Secretary.

We all thanked David Crowley and Christine Berardi for their service to the Board.

**Unfinished Business:**

1. **Policy Manual:** All policies have now been updated. A motion was made by Tom Donahue to rescind any existing policies dated before today's date, and to adopt the policies included in the Policy Manual, which policies will be marked approved or revised on December 14, 2020. The motion was seconded by Lin Assink and passed.
2. **2021 Budget:** Tina presented the revised 2021 budget. Lynn Fulmer moved to accept the budget. Marsha Long seconded the motion, and the motion passed.
3. **Insurance:** Tina furnished more information about our current insurances. She also indicated that she had paid the premium due on the D&O Insurance on December 11<sup>th</sup> so we would not have any lapse in the policy. If we decide to change companies, we will just request a prorated refund. In the meantime, Sharry will work with Tina and Lee James, our insurance agent, to get a little more detailed info before we decide if we want to switch.

**Director's Report:** Tina reviewed her report and answered relevant questions.

Sharry Semans moved to go into Executive Session to discuss a personnel issue. Lynn Fulmer seconded the motion and we moved into Executive Session at 6:30 PM. A motion was made by Lynn Fulmer to move out of Executive Session at 6:37 PM. The motion was seconded by Marsha Long and passed.

Lynn Fulmer indicated she had received a thank you note from Suzanne Krull for our generosity in assisting with the maintenance of the parking lot at the Cultural Center, which we use for parking.

Gary made a motion to adjourn the meeting at 6:39 PM, and Faith seconded it. Passed

Respectfully submitted:

Sharry Semans, Secretary