

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, January 11, 2021

This meeting was via Go To Meeting

Present: Faith Stewart, Thomas Donahue, Lynn Fulmer, Sara Talbot, Lin Assink, Tracy Knavel, Marsha Long, Gary Enderle, Trisia Young, Bradley Weaver, Wendy Sprague and Sharry Semans

Also Present: Tina Dalton

Call to Order: The meeting was called to order by Faith Stewart at 5:36 PM

Public Comment: None

Friends Report: None

Minutes of Previous Meeting: Marsha Long moved to accept the Minutes of the December Meeting. The motion was seconded by Lin Assink, and the motion was passed.

Treasurer's Report: Gary Enderle had not had time to review the Profit and Loss Statements prior to the meeting. We will review them next month.

Committee Reports:

Finance: Gary Enderle presented his report on our investments. All of the investments have increased. He did inquire as to the status of the lift as we paid \$20,322.50, which is half of the cost. Tina indicated the installer was waiting for some of the parts.

Building and Grounds: Lynn Fulmer indicated all was quiet. Prior to the meeting, Tina had sent us a copy of two bids for service contracts for annual maintenance of the HVAC/plumbing systems. After some discussion, it was decided that we may be interested in such a contract. However, before committing to such a contract, Tina or Lynn was going to find out if flushing of the hot water heater was required annually, and if it was included in the maintenance contract prices. She will get back to us, and then we can make a decision next month.

Personnel: Tina indicated Rylee gave her notice, but she will continue to assist us with some of the videos for programs on a volunteer basis. Tina is not going to replace her at this point. Tina also indicated she may have found a groundskeeper and is just going through the final portion of the hiring process.

Acquisitions/Gallery: No report. However, Lynn Fulmer is working with Tina on getting a print framed and hung.

Planning: Marsha indicated that the Planning Committee will be meeting in a couple weeks to work on the pandemic response document discussed in previous meetings.

Marsha also talked about the Committee notebooks that Tina had prepared last year, and Marsha indicated it would be a good idea if each Committee would try to put their notebooks in order. Since

Tina has some of these notebooks, she will distribute to the various Committee chairs, and we will try again.

Programs: Tina indicated that the number of patrons has increased since the holidays. She also stated she would be having a Winter Reading Program.

Technology: Tina said she is still working on getting the 3D printer operable.

Nominating Committee: A big welcome to Brad Weaver and Wendy Sprague, who accepted their nomination as Trustees.

Unfinished Business:

1. **Insurance:** Sharry indicated she is working with Tina and Lee James. At this point, this project has become an audit of all of our insurances. The plan is to have Lee James put together some options for us, which we believe will take a couple months.

New Business:

1. **Bank Accounts:**

Because of the change in officers and turnover of trustees, it was determined that the signatories on our financial accounts had to be changed.

- a. The Morgan Stanley account currently has Tina Dalton, Gary Enderle and David Crowley as signatories. A motion was made by Tracy Knavel to remove David Crowley as a signatory, and add Faith Stewart as a signatory. The motion was seconded by Lynn Fulmer, and passed.
- b. The Five Star Bank account currently has Tina Dalton, Cherilyn Wise, Lori Bokan , Gary Enderle, and Christine Berardi as signatories. A motion was made by Tracy Knavel to remove Christine Berardi as a signatory, and add Faith Stewart as a signatory. The motion was seconded by Lynn Fulmer, and passed.

Tina will make the arrangements to have these changes implemented.

- c. There are two withdrawals from our accounts which need to be made. A motion to withdraw \$1,000 from the Adams Fund and \$8,740.18 from the Endowment account was made by Sara Talbot, seconded by Marsha Long, and passed.

Tina will make the appropriate withdrawals and deposit into our general account.

2. **Messages from our new President:** Faith wanted to advise us of a couple of items:

- a. There was a recent incident where an employee had advised a Board Member during a social situation that she had or may have injured herself at work. The Board Member did not report that incident to Tina. So, in the future, if an employee tells you something like that, please ask if they will be reporting it to Tina, or if that employee is asking you for assistance.

- b. Just a reminder to please not contact Tina at home or on her private phone during her off hours unless it is an emergency. If you email Tina, she will get back to you when she returns to the office.
- c. Be aware that some issues we discuss are confidential, and discretion is the better part of valor, or something like that.
- d. If you have any ideas or suggestions, please do not hesitate to contact Faith.

Director's Report: Tina indicated we will be selling some Library clothing and totes. We are partnering with Teespring. We will get a percentage of everything that is sold. The page of items is listed on our website.

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

Respectfully submitted:

Sharry Semans, Secretary