

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 152 Years

Monday, Sept. 9, 2024
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the July Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
8. Committee Reports
 - i. Planning
 - ii. Finance
 - iii. Bldgs/Grounds
 - iv. Personnel
 - i. New library page/substitute
 - v. Policy
 - vi. Liaison with Friends
 - vii. Education
- b. Ad hoc committees
 - i. Children's Area Renovation
9. Unfinished Business
 - i. Supervised visit MOU
10. New Business
 - i. Phase 2 Bids
11. Executive Session as needed
12. Adjournment

Cuba Circulating Library Board of Trustees
August 12, 2024
Monthly Meeting Minutes

The meeting was called to order at 5:30 pm.

Present were: Faith Stewart, Lionel Legry, Paul Tsujimoto, Lauren Mosgrove, Denean Emerson, Wendy Sprague

Absent were: Tom Donahue, Jill Schwab, Brad Weaver
Also present was Tina Dalton

Faith appointed Wendy Sprague as secretary pro tem.

The July minutes were presented. Motion made by Lauren, seconded by Paul. Approved.

The Financial Report was delivered by Lauren. Highlights were:

- A Kindle purchased for the adult summer reading prize purchased with funds provided by the Friends
- The \$10,000 Arts Grant was received and part of the funds were used to purchase a New York Times subscription.
- The Friends provided money for the teen International Snackers programs.
- The annual Wilday Grant was used to purchase new board games.
- Southern Tier Library Foundation Grant has provided the library with museum passes.
- The DFY Grant was used for supplies and snacks for the summer youth programs.

Motion made by Wendy to accept the Financial Report, seconded by Denean. Approved.

Corresponding Secretary shared a Thank You from the Almond Library for our old library furniture.

Tina shared the Director's report. Tina also shared some highlights from Cherilyn's Youth Services Report.

Committee Reports

Planning - progress was made on addressing strategic priorities.

Finance - In September, work will begin on drafting the new budget.

Buildings and Grounds - Paul, Tom, And Brad worked together to place mulch around the library. Paul also trimmed hedges. Tina shared that the library has purchased clippers to be used in the future.

Personnel - NTR

Policy - The Community Room Gallery Policy has been updated. Motion made Lionel and seconded by Paul to accept changes to policy. Motion approved.

- Updates to Volunteer Policy and Application form were presented. Motion made by Wendy and seconded by Lauren to accept changes to policy. Motion approved.

- A new Musical Instrument Circulation Policy has been created due to the purchase by the library of various instruments. Motion made Paul and seconded by Lionel to accept new policy. Motion approved.

Liaison with Friends - NTR

Education - The trustees were given sheets listing the amount of professional development they have completed as well as a list of sources to find future professional development.

Ad hoc committees - Children's Area Renovation

- Bidding has opened for part two of the library building project.

- There has been a change in leadership with regard to the ARC grant. As a result of this, it may be months before we receive word. They have also requested more information that will be time intensive for Tina to provide. The ARC grant coordinator estimates that the chances of being awarded the grant is 50/50. Depending on the funds received, the project may have to be cut back.

Unfinished Business -none

New Business - The Library Board of Trustees formally agreed by vote at an official board meeting to connect its library to fiber infrastructure for the purpose of improved Broadband connectivity to its patrons and community. The Library Board also formally agreed to allow Southern Tier Library System to manage this connectivity, and provide Internet access at the rate provided in the *Billing Schedule* listed above. The Library Board looks forward to partnering with Southern Tier Library System on this project. Motion made by Lauren, and seconded by Lionel to accept agreement with STLS. Motion approved.

-A Supervised Visit Memorandum of Understanding has been created for the library. It will be revised to be more general and will be voted on at the next board meeting.

The NYLA Conference will take place November 7-9 in Syracuse, NY. The library has money earmarked for trustees to attend this conference which includes information and presentations geared towards trustees.

Executive Session - entered Executive session at 6:15 and exited at 6:28. This was approved by Lionel and seconded by Lauren.

Tina shared her director goals for the upcoming year:

- to create a new strategic plan for the library.
- create an All Abilities Club - a monthly program for intellectually and developmentally disabled adults which would include a story hour and crafts. She will seek funding through STLS mini grants.

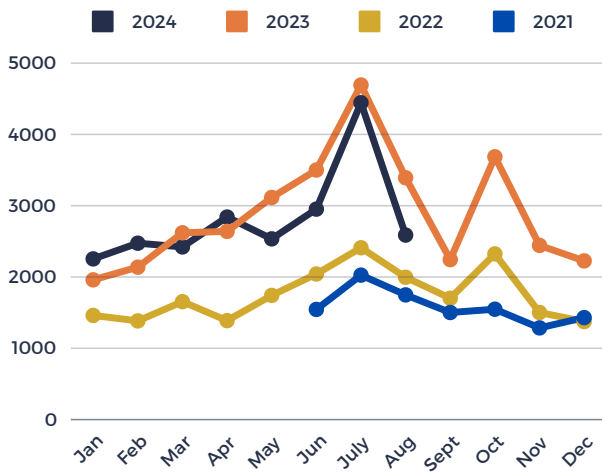
The meeting was adjourned at 6:38. It was approved by Denean and seconded by Paul.

Cuba Circulating Library

AUG 2024 DIRECTOR'S REPORT



Patron Visits



CHECKOUTS

Our circulation numbers for August were down from last year. This is to be expected after last year's grand opening of the children's area's impact on our statistics. I expect to see a bounce back next year after we finish Phase 2.

AED DONATION

Margaret "Peggy" Bulson donated \$2061 for the purchase of an AED for the community room. Peggy is an attendee of Linda Boten's Chair Aerobics classes and long time supporter of the library. We now have an AED on both floors of the library.

PATRON NUMBERS

For the month of August 2024, we had a total of **2,588** patron visits. We entered **19** new library cards. Cherilyn and I both did outreach events at the back to schools nights, each reaching hundreds of kids and promoting upcoming library events.

46

Onsite Programs

446

Programs Attendees

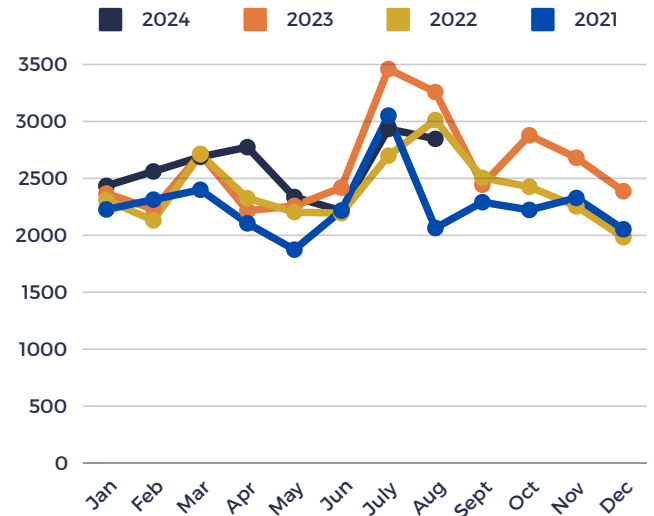
11

Outreach Visits

326

Outreach Attendees

Circulation



2847

Items checked out

?

eBooks checked out

101

Public computer sessions

399

Holds filled

972

Visits to website

Professional Development

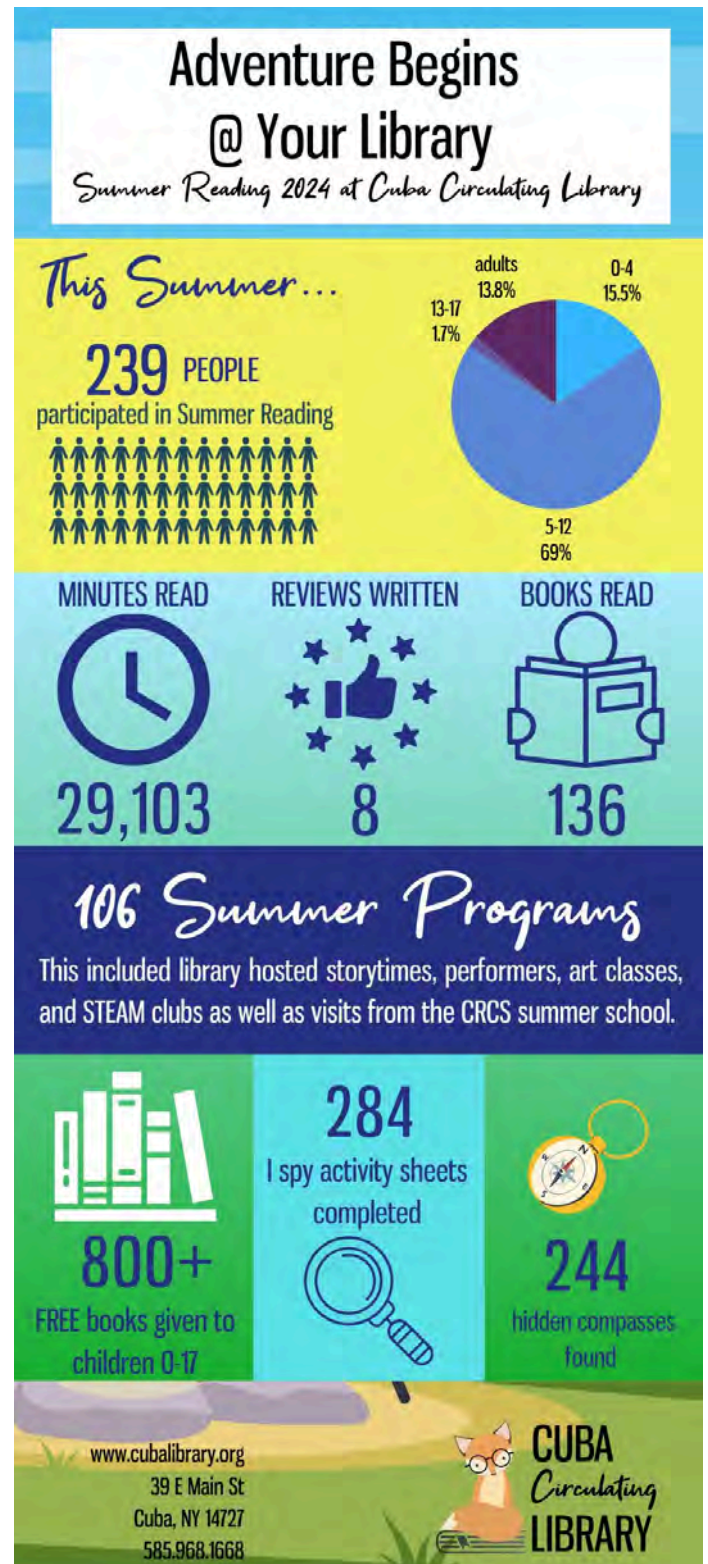
This month I attended two workshops on Demystifying Misinformation. The presenter provided us with several great resources for researching and debunking stories we may hear online. We were also provided with exercises to do with library staff to practice these skills.

We will be holding our annual staff development day on the afternoon of Sept. 24, where we will practice some of the skills I learned through these workshops. Particularly with the upcoming elections in November, it is important that library staff have the necessary skills to help our patrons identify misinformation and fake news.

Grants

We received \$5,000 from the FT and Anna C Manley Charitable Trust to install a large print keyboard and accessibility software on one of our patron computers. This software provides screen magnification and screen reading functionality.

We have been invited by Assemblyman Joe Giglio's office to apply for a State and Municipal Facilities Capital Program Grant in the amount of \$75,000 to go towards our Children's Area and Workforce Development Project. I turned in the application for this grant on Aug. 27. When I thanked their office for choosing our library for this opportunity, District Director John Eberth replied, "The work you and your colleagues do is incredibly important. Libraries are information and knowledge hubs. Librarians as teachers and information experts have the power to transform lives. This office will always support your work."



Upcoming Adult Programs

- Sept. 10, 17, 24, & 30 @ 6:30 "Breath" Book study and practice with Dr. Audrey Hager
- Sept. 19 @ 6:00 Felted Mushrooms with Tami Fuller
- Sept. 23 @ 6:00 Beaded Wall Hanging with Shauna Comes
- Sept. 24 @ 11:00 Building Foundations of Caregiving by Alzheimer's Assoc.
- Sept. 25 @ 1:00 Cornell Cooperative Community Fair

Youth Services Monthly Report: August 2024

Storytimes

The first full week in August was the last week for Summer Reading. The theme for the week was camping and nature. The younger kids made torn paper fires with starry skies. The oldest group did some camp themed activities.

Teens/Tweens

Summer Reading activities for these age groups were mostly in July. International Snackers took place on 8/21.

Outreach

Summer Rec and Summer school concluded on the last day of July. BOCES summer school continued and 4 groups came.

I attended the MS Back to School Bash. I gave out approximately 40 novels as well as pencils and candy.

Tina attended the Elementary Back to School Barbecue as I was off.

Other

Hawk Creek Wildlife brought several birds as well as a tortoise, skunk, and armadillo.

Upcoming Programs

9/7 First Library Card Party

9/14 Visit from Smokey the Bear

Scheduling class visits with Cuba Rushford Elementary teachers

Maintenance Report 8/1/24 - 9/1/24

1. Mowed and trimmed as needed.
2. Replaced (4) damaged legs on new couch and chairs. 8 new ones were sent.
3. Cleaned out both vacuums, one not working correctly.
4. Read Gas Meter

Supervised Visits Memorandum of Understanding

RESOLUTION

WHEREAS the [AGENCY] (“the agency”) uses the library as a place for supervised visits; and

WHEREAS the library and the agency desire to ensure such use is as inclusive, welcoming, and safe as possible; and

WHEREAS the library is aware that such use can be stressful for supervised visit participants and library employees; and

WHEREAS the library does not wish to bar such use, but does want to ensure that it is consistent with the library’s mission;

BE IT RESOLVED that the library president shall send the attached letter to the agency, requesting a memorandum that provides for 1) notice of prearranged visits, 2) regulated usage, and 3) a process for promptly addressing concerns.

COVER LETTER

(Proposed cover letter from library to agency regarding supervised visits)

[AGENCY] Social Services
[ADDRESS]

RE: Use of library space for supervised visits

To the Agency:

Cuba Circulating Library is a welcoming and safe space for the entire community it serves.

This commitment to inclusion and safety extends to families your agency serves during Social Services-supervised visits to the library.

In that spirit, this letter requests that your agency consider entering into the attached memorandum of understanding with the library.

We trust that your review of this letter will show that the memorandum ensures the ethical, safe, and positive use of the library by your agency.

Thank you for considering this request. Please contact Library Director Tina Dalton with any questions about the memorandum.

Appreciatively,

[LIBRARY PRESIDENT]

MEMORANDUM OF UNDERSTANDING
(Proposed memorandum of understanding between
the library and the agency regarding supervised visits)

The [AGENCY] Social Services (the “agency”) and Cuba Circulating Library (the “library”) (together, the “parties”), agree:

That the agency uses the library as a place for supervised visits by Social Services;

That the parties desire to ensure such use is as inclusive, welcoming, and safe as possible; and to that end;

That the parties enter this memorandum of understanding (MOU) providing for 1) notice of prearranged visits, 2) regulated usage, and 3) a process for promptly addressing concerns.

Notice

To the degree possible, the agency shall provide the library with at least 7 (seven) days’ notice of desired prearranged visits.

Notice shall be given by email from the agency to the library director at cuba@stls.org.

No names or private information shall be provided; the notice shall simply be an opportunity for the library to consider the usage when developing staffing lists for that date and time.

Regulating usage

Considering the library’s overall capacity, the agency shall not arrange more than two (2) supervised visits per week.

If circumstances arise in a particular week where the agency desires more than 2 visits, it shall make such a request to the library, which will determine if the library has adequate and appropriate staffing to approve the request.

Procedures for addressing concerns

1. In the event there is an incident at the library that, in the sole determination of the library, disrupts library operations, the agency shall not use the library as a site for supervised visitations for at least one month. The library will send written notice to the agency to address this concern.
2. In the event there is an incident at the library that, in the sole determination of the library, warrants barring a person from the library, the agency shall not use the library as a site for supervised visitations for that person for the duration they are barred. The library will send written notice to the agency to address this concern.
3. In the event a library employee is subpoenaed in relation to an occurrence at the library, the agency shall bear in mind that libraries and library employees are ethically obligated to keep library user information private. Library records cannot be released without a patron's signed release or a subpoena, unless in furtherance of library business (CPLR 4509).

Respect

The library shall train all staff to be respectful of and sensitive to supervised visitation participants, and to all library visitors, in keeping with the library's commitment to follow the Library Bill of Rights.

Signed

Library Director
Date

Agency Administrator
Date