

Cuba Circulating Library

Board of Trustees

Meeting Minutes for Monday January 12, 2016

Present: Jill Schwab, Brad Weaver, Marsha Long, Emily Zayak, Elizabeth Cashing, Ann Gross, Mik Farkas, Sue Feldbauer, Melissa Pingitore, Scott Sackett, Tina Dalton.

Guests: Lee James, Heather Forness-Thomas

Excused: Jacqueline Gertner

1. Call to order 5:38
2. Public Comments- None
3. Friends' Report- Donation from Karen Storms

Minutes of the December 8, 2015 Meeting

- a. Motion to approve the December minutes by Scott Sackett, seconded by Emily Zayak passed unanimously.

Insurance Presentation

- a. Lee James gave an overview of the coverages we maintain through Utica National. The quote came in at an estimated \$500 higher than last year. Lee is gathering comparison quotes.
- b. Tina asked for clarification on coverage for damages that arise from disclosure of confidential or personal information.

Financial Officer Report

- a. See attached.
- b. Emily reported that there was a donation to be used on Children's programming/materials, \$2,000
- c. Donations have been coming in for the roof project.
- d. A full audit has started.
- e. Motion to accept made by Scott Sackett, second by Melissa Pingitore. Motion passed.

Corresponding Secretary

- a. Ann read several Thank You cards; library staff, Janet Rhodes, Cuba Village board for meeting space
- b. She also read two Chamber of Commerce letters, one for membership to their board and one for nominations for Chamber volunteer awards due by January 31.

Director's Report

- a See attached.
- b. Tina will be attending 2026 Advocacy Day on February 3rd in Albany to keep the spotlight on the funding which keeps libraries serving their communities.

Committee Reports

- a. **Planning**- None
- b. **Finance** – None
- c. **Buildings & Grounds**- A request for a snow blower from Dave Wager, See Shed and Snowblower below.
- d. **Personnel**- None
- e. **Policy**- None
- f. **Liaison with Friends**- Heather noted that the CCC fundraiser will go towards the roof project.
- g. **Education**- Scott explained the need for each Trustee to complete the Sexual Harassment Training plus 2 hours annually.
- h. **Executive**- None

Unfinished Business

- a. SAM grant was submitted.

New Business

- a. **Disclosure of Interests form**- Trustees may turn in at next meeting.
- b. **Update officers on Financial accounts**
 - i. A motion was made by Emily Zayak, seconded by Scott Sackett which states Faith Stewart be removed as an authorized signer on the Cuba Circulating Library's Five Start Bank account and Morgan Stanley accounts, effective immediately and that Jill Schwab be

added as an authorized signer on all Five Star Bank accounts and Morgan Stankey accounts of the Cuba Circulating Library. Motion passed.

c. **2026 endowment transfers** - The interest from the Endowment Fund will not be moved at this time to allow the fund to make gains. Transfer will occur later as needed.

d. **Library Funding Presentation**

i. Tina explained "Funding for Association Libraries," explaining the main source and timelines to our funding.

e. **Shed and Snowblower**

i. Discussion on Dave Wagner's request (snowblower and shed)

ii. It was decided the next step is to get a quote on a shed.

iii. A zoning permit will also be needed.

8. **Executive Session** – None

9. **Adjournment at 6:38.**

a. Motion to adjourn by Elizabeth Cashing, second by Ann Gross. Motion passes.