

**Cuba Circulating Library Board of Trustees
Monthly Meeting Monday, January 14, 2019
5:30 p.m. – 39 East Main St., Cuba, NY 14727**

Present: President Christine Berardi; Vice President Robin Torpey; Trustees Shannon Appleby, Dave Crowley, Gary Enderle, Bill Fraser, Lynn Fulmer, Marsha Long, Michele Miller, Faith Stewart, Sara Talbot, Trisia Young; also Twila Barr, Friends of the Library President; and Tina Dalton, Cuba Circulating Library Director; **Absent:** Secretary Sharry Semans

Call to Order: The meeting was called to order by President Berardi at 5:44 p.m.

Public Comments: None

Friends Report: Twila Barr indicated the Friends are holding a book & bake sale Tuesday, Feb. 12th from 10 a.m. to 7 p.m. Westerns are among popular requests if those interested are looking to donate a specific genre, as well as young adult books and mysteries. There is already an abundance of self-help and cook books. They will continue to accept books until the Monday before the sale. Tina and Twila discussed a memorandum with the Friends adopted by the library in 2016. They clarified that the library board ultimately reserves the right to determine what Friends grant money is used for. Twila requested that the library provide the Friends with a wish list of materials the library seeks most.

December 2018 Meeting: *A motion was made by Marsha Long to approve the December 2018 meeting minutes, 2nd by Faith Stewart, motion carried.*

Financial Secretary's Report: Gary Enderle presented the financial reports addressing the accounts with Morgan Stanley and Five Star and the profit & loss data. Lynn enquired about where money is currently being held that was budgeted for upcoming building repairs and renovations; Gary indicated the money would show available on next month's report. Marsha addressed that, while the entire board does not necessarily need to see every check written, the financial secretary or at least one board member should have regular access to that information. This is a new change where, at one point, no board member was observing the checks being written making it difficult to answer questions should they arise in the future. Tina explained that the current bookkeeper has been ill but indicated that she was finding a few errors, but nothing that cannot be adjusted. *A motion was made by Bill Fraser to approve the Financial Secretary's Report with one minor correction, 2nd by Trisia Young, motion carried.*

Committees:

Finance:

1. Update on signature accounts: *A motion was made by Lynn Fulmer to add Dave Crowley and Bill Fraser for signers to the Morgan Stanley and Five Star accounts, 2nd by Faith Stewart, motion carried.*
2. Annual Review: Tina indicated the library must anticipate having to do a yearly review, but not a full audit, to comply with mandates for libraries that have an income over \$250,000 annually.

Buildings & Grounds:

1. Smoke-Free Policy: Marsha addressed the benefit to making the property smoke-free, at least during the library's operating hours. Tina suggested replacing the ashtray with a regular trash can and making an official library policy, adopted by the board, prohibiting smoking anywhere on the property.
2. Crossing Sign: Lynn enquired about a crossing sign in the cross walk on East Main Street to make it safer for patrons, especially children. Tina spoke with the village who does not have the budget to invest in a state-approved sign at this time. Using a cheaper version may pose a liability.
3. Entrance Renovation: Lynn and Tina explained that the University of Buffalo School of Architecture may do some drawings that are needed to take to the code officer before construction goes underway. Lynn reports they can anticipate everything to be approved and construction could begin by Spring.

Personnel:

1. Sexual Harassment Training: Tina stated New York State mandates a sexual harassment training that all trustees, volunteers, and staff must complete every year that is unique to each organization; libraries have specific training topics that vary from other entities such as municipalities. Each training should take about an hour to complete. Time will be scheduled after February's board meeting around 6:30 for a training that staff and volunteers could also attend.
2. Tina's Performance/Review: Christine and Lynn wished to recognize Tina handling a personnel issue very well without having to consult the committee, praising her independence and good judgement. Christine stated the committee anticipates meeting soon regarding Tina's review.

Acquisitions/Gallery: None

Planning:

1. NYS Mandated Long-Range Plan: Marsha stated the committee met Dec. 12th, where they looked at updating the mission statement. Tina brought to the committee's attention that New York State has adopted minimum standards for libraries including a long-range plan, which the library currently does not have. Some of the facets of this are very involved including trustees addressing the community with a survey seeking feedback on a consistent basis. Marsha reached out to STLS for their guidance as well. Discussion ensued where she obtained the board's general opinion about how to address meeting these standards including each trustee's library assessment in different areas of community engagement and quality of services.

Programs:

1. Fake News Talk: Tina stated the Dean of St. Bonaventure University's School of Journalism and Mass Communication will be giving a talk about Fake News on Tuesday, Jan. 8th.

Technology:

1. Yearbook Digitization: Tina stated the board's consensus was in favor of moving ahead with the free yearbook digitization project.

Nominating Committee: None

Unfinished Business:

1. Fines: Tina reported the trend is that more libraries are going fine-free. Lynn again suggested the idea of developing a drop-box for books in the schools for children to bring Cuba Circulating Library books right to school in a designated area to make it easier for books to be returned safely and timely. She stated Principal Erickson and the school librarians are open to this idea.

New Business:

1. By-laws: Tina reported Sharry worked on an area of the by-laws redefining the responsibility of the recording secretary combining the corresponding secretary duties. Also, a Friends Liaison will become a new committee. *A motion was made by Faith Stewart to approve the by-laws draft made by Sharry with noted corrections, 2nd by Trisia Young, motion carried.*

Director's Report:

Tina reported the library received its Art Grant for \$3,000 for the year. She has been appointed to the Cuba NY Chamber of Commerce Board of Directors and anticipates working on community events such as Dairy Days where she can represent the library. The ScanPro has been purchased but it has not arrived. She will have more details next month. Tina reports Cherilyn also had a pretty quiet month as well. There was a great turn out for the Small Town Christmas events scheduled at the library despite other Chamber Directors reporting a drop in public activity from previous years for other events. Tina and Twila also recommended Susan Orlean's *The Library Book* about an arson fire in the Los Angeles Library and there is a copy available for loan.

Adjournment:

A motion was made by Gary Enderle to adjourn the meeting, 2nd by Sara Talbot, the meeting was adjourned at 7:02 p.m.

Respectfully Submitted,

Shannon Appleby, Trustee