

**AGENDA**  
**BOARD OF TRUSTEES**  
**Cuba Circulating Library**  
*Serving the Cuba Community for 147 Years!*

**Monday, February 10, 2020**  
**5:30pm at the Library**

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of January's Meeting
  - Minutes of 2019 Annual meeting
5. Treasurer's Report
6. Committee Reports
  - i. Finance
  - ii. Bldgs/Grounds
  - iii. Personnel
  - iv. Acquisitions/Gallery
  - v. Planning
  - vi. Programs
  - vii. Technology
  - viii. Nominating Committee
7. Unfinished Business
8. New business
  - Sexual Harassment Prevention training
  - Special committee for redesign of children's space
  - Community room use agreement
9. Director's Report
10. Adjournment

## **Cuba Circulating Library Board of Trustees 2019 Annual Meeting**

Monday, January 14, 2019 5:30 p.m.

Cuba Circulating Library, 39 E. Main Street, Cuba, NY 14727

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

**Call to Order:** The 2019 Annual Meeting was called to order by President Christine Berardi at 5:31 p.m.

### **Nominating Committee Report:**

- a. New Trustees: Lynn Fulmer states the nominating committee has secured two new trustee replacements, Bill Fraser and Sara Talbot, for an appointment to full terms. A motion was made by Lynn Fulmer; seconded by Dave Crowley to appoint Bill and Sara to their terms; all in favor; motion carried.
- b. Election of Officers 2019:  
Lynn Fulmer made a motion to elect Christine Berardi as 2019 BOT President; seconded by Trisia Young; all in favor; motion carried.  
Dave Crowley made a motion to elect Robin Torpey as 2019 BOT Vice President; seconded by Lynn Fulmer; all in favor; motion carried.  
Lynn Fulmer made a motion to elect Sharry Semans as 2019 BOT Secretary (This is now a combination of former Recording Secretary and Corresponding Secretary positions); seconded by Faith Stewart; all in favor; motion carried.  
Lynn Fulmer made a motion to elect Gary Enderle as 2019 BOT Treasurer; seconded by Dave Crowley; all in favor; motion carried.

### **2019 Committee Appointments – Respective Chairs Listed First:**

**Acquisitions:** Semans, Appleby, Long

**Buildings & Grounds:** Fulmer, Berardi, Young

**Finance:** Enderle, Fraser, Crowley, Dalton

**Nominating:** Fraser, Appleby, Fulmer, Torpey

**Personnel:** Berardi, Crowley, Fulmer, Semans, Stewart, Dalton

**Planning:** Long, Berardi, Semans, Dalton, Wise

**Programming:** Stewart, Long, Talbot, Young, Dalton, Wise

**Technology:** Torpey, Appleby, Talbot, Oonk, Dalton

**Liaison to Friends:** Young, Appleby, Talbot

**Adjournment:** Trisia Young made a motion to adjourn the 2019 Annual Meeting; seconded by Gary Enderle; all in favor; motion carried. The meeting was adjourned at 5:43 p.m.

Respectfully Submitted,  
Shannon Appleby, Trustee

**Cuba Circulation Library**  
**Board of Trustees Monthly Meeting Minutes**  
**Monday, January 13, 2020**

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

**Also Present:** Tina Dalton

**Call to Order:** The meeting was called to order by President, Christine Berardi, at 5:40 PM

**Public Comment:** None

**Friends Report:** Twila Barr advised there is a book sale on February 10 and 11, with a bake sale on the 11<sup>th</sup>. The sale will be open to Friends members only on Feb 10 from 9:00 AM to 9:45 AM.

**Minutes of Previous Meeting:** It was noted that Lin Assink's name was misspelled. Faith Stewart moved to accept the minutes of the December meeting with the correct spelling of Lin Assink's name, and Lynn Fulmer seconded the motion. The motion was passed.

**Treasurer's Report:** Gary Enderle indicated all of the funds were doing well.

**Committee Reports:**

**Finance:** Tina indicated she has started to process the withdrawal of the four percent of the trailing average of the last sixteen (16) quarters from the Endowment Fund and will deposit the monies into the operating account. It is anticipated it will be about \$7,000.

There was a \$2,000 bequest from Mrs. Vanderhorst which was deposited into the checking account, as well as a \$1,000 bequest from the Neu's. These monies will be withdrawn and then deposited into the Endowment account.

Tina reviewed the Profit and Loss statements, which show we are over budget by about \$30,000. Tina indicated that was due to the purchase of the ScanPro and underestimating payroll taxes. She is going to review this in more detail with the bookkeeper. It was decided that the Finance Committee should have a meeting prior to our next Board meeting. Then they will furnish us with more information.

A motion was made by David Crowley to accept the Profit and Loss Statements. Marsha seconded the motion, and the motion passed.

**Building and Grounds:** Lynn advised there were leaks around the new overhang, and we might have to look into gutters. Also, she wants to purchase a roof rake to take off the snow when necessary. She is working with the contractors to fix this problem.

She has contacted Mike Miller about patching and painting the walls for the art gallery. She has also looked at possible hanging options.

**Personnel:** Tina indicated she hired Rylee Peacock for the Page position.

**Acquisitions/Gallery:** No report, but there was discussion about advertising somehow for the showing artist.

**Planning:** Marsha reported that she is working on assigning duties to implement the Long Range Plan. The Planning Committee will be meeting in the near future.

**Programs:** The Programing Committee had recently met. All is going well.

**Technology:** No report.

**Nominating Committee:** No report.

**Unfinished Business:**

1. **Cameras:** Tina furnished two quotes. After discussions, Lynn made a motion to adopt the Austin proposal. Sara seconded the motion, and the motion passed. Tina will contact Austin and get it done.
2. **Auditor:** Tina indicated that Ed Bysiek would give us a one year contract for \$2,500 to review our books. Dave moved to accept the contract for Ed Bysiek. Trisia seconded the motion, and the motion passed. Tina will contact Ed Bysiek and get things moving.
3. **Property Insurance:** After a short discussion, it was decided we would insure with Utica Mutual, which included the molestation language. David made a motion to switch our property insurance to Utica Mutual. Faith seconded the motion, and the motion passed. Tina will implement the change.
4. **Hot Spot Policy:** Tina furnished us with a Hot Spot Policy. After some discussion, Lynn moved to adopt the policy. Trisia seconded the motion, and the motion was passed.

**New Business:** Tina updated the Circulation Policy to include information about the hot spot loans, and other items. After discussion, Faith moved to adopt the Circulation Policy as amended. David seconded the motion, and the motion was passed.

Christine brought up the idea of remodeling the children/tween sections. She and Tina are brainstorming this idea. More ideas coming.

**Director's Report:** Tina reviewed her report and Youth Director's report with us. Cherilynn's report indicated she is trying to get a scholarship for her attendance at a professional development seminar. We discussed the fact that, if she is unable to get the scholarship, we will find some way to finance it so she can attend.

Trisia made a motion to adjourn the meeting at 6:45 PM, and Lynn seconded it. Passed

Respectfully submitted:

Sharry Semans

Secretary

**CUBA CIRCULATING LIBRARY**  
**Profit & Loss Budget vs. Actual**  
**January 2019**

	Jan 19	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Adams Memorial	0.00	500.00	0.0%
4075 · Bullet Aid	0.00	5,750.00	0.0%
4001 · Town Income	0.00	19,000.00	0.0%
4065 · program income	0.00	0.00	0.0%
4003 · School Income	0.00	130,726.00	0.0%
4004 · Local Lib Services Aid	0.00	1,657.00	0.0%
4035 · capital gains	0.00	0.00	0.0%
4034 · unrealized gains/loss	0.00	0.00	0.0%
4026 · Central Library Development aid	0.00	0.00	0.0%
4010 · E-Rate reimb	0.00	0.00	0.0%
4012 · Friends DFY Match	0.00	5,000.00	0.0%
4013 · DFY	0.00	1,400.00	0.0%
4016 · Gifts	0.00	11,990.00	0.0%
4025 · cy grant	0.00	0.00	0.0%
4006 · Fines Income	94.35	1,000.00	9.4%
4007 · Copies Income	140.50	2,400.00	5.9%
4020 · Meeting Room Fee	300.00	600.00	50.0%
4002 · Village Income	4,750.00	19,000.00	25.0%
4008 · Other income	7,897.74	1,000.00	789.8%
Morgan Stanley	42,000.00		
<b>Total Income</b>	<b>55,182.59</b>	<b>200,023.00</b>	<b>27.6%</b>
<b>Gross Profit</b>	<b>55,182.59</b>	<b>200,023.00</b>	<b>27.6%</b>
<b>Expense</b>			
6051 · adult programing	-25.00	1,000.00	-2.5%
6011 · Video	-1.97	2,700.00	-0.1%
6099 · STLS cost share	0.00	11,193.00	0.0%
6002 · Payroll tax expense-FICA	0.00	8,400.00	0.0%
6003 · Ins - Workman's comp	0.00	1,000.00	0.0%
6004 · Unemployment	0.00	1,000.00	0.0%
6005 · Ins - Disability	0.00	650.00	0.0%
6052 · video games	0.00	1,000.00	0.0%
6008 · Serials	0.00	1,250.00	0.0%
6009 · Computer	0.00	600.00	0.0%
6050 · Advertisement	0.00	500.00	0.0%
6012 · Equipment	0.00	300.00	0.0%
6031 · Extended Broadband	0.00	1,800.00	0.0%
6029 · Health Insurance	0.00	500.00	0.0%
6015 · Repairs/Building & Grounds	0.00	2,800.00	0.0%
6026 · Discretionary Fund	0.00	100.00	0.0%
6017 · Ins - property	0.00	8,043.00	0.0%
6025 · Train/conference	0.00	1,000.00	0.0%
6020 · Postage	0.00	450.00	0.0%
6024 · Bank fees	0.00	200.00	0.0%
6022 · Custodial supplies	0.00	700.00	0.0%
6563 · Audit	0.00	2,100.00	0.0%
Childrens Programming	0.00	2,000.00	0.0%
Technology	1.07		
6037 · service contract	16.00	4,500.00	0.4%
6048 · Processing Fee	21.24	450.00	4.7%
6060 · DVD	28.31		
6021 · Library supplies	57.96	3,250.00	1.8%
6023 · Travel	64.53	1,500.00	4.3%
6560 · Payroll Expenses	71.47	1,100.00	6.5%
6018 · Phone	95.94	1,100.00	8.7%
6007 · Books-A	196.42	6,000.00	3.3%
6010 · Audio	245.07	1,650.00	14.9%
6013 · Fuel	267.00	2,900.00	9.2%
6043 · misc	297.82		
6006 · Books-J	375.99	3,000.00	12.5%
6066 · Arts expense	400.00		
6016 · Service	458.85	6,500.00	7.1%

1:13 PM

03/03/19

Accrual Basis

**CUBA CIRCULATING LIBRARY**  
**Profit & Loss Budget vs. Actual**  
**January 2019**

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	Jan 19	Budget	% of Budget
6014 · Electric	573.73	4,000.00	14.3%
6038 · Ira Match	723.46	3,000.00	24.1%
6001 · Net wages	11,935.91	111,787.00	10.7%
<b>Total Expense</b>	<b>15,803.80</b>	<b>200,023.00</b>	<b>7.9%</b>
<b>Net Ordinary Income</b>	<b>39,378.79</b>	<b>0.00</b>	<b>100.0%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4066 · Arts donations	3.60		
4021 · Other	20.00		
4018 · Replacements	20.00		
4019 · Refunds/Reimb	83.00		
4017 · Memorials/Gifts	625.00		
<b>Total Other Income</b>	<b>751.60</b>		
<b>Net Other Income</b>	<b>751.60</b>		
<b>Net Income</b>	<b><u>40,130.39</u></b>	<b><u>0.00</u></b>	<b><u>100.0%</u></b>



## **Community Activities**

I attended the Chamber of Commerce board of directors meeting on Jan. 8 and the Garlic Fest committee on Jan. 29. Although I will remain involved with the festival, I am currently seeking a replacement for myself as head of the Kiddie Korral committee. Last year I found that I couldn't devote much of my time to the library's booth because of my obligations to the Kiddie Korral. I attended the Friends of the Library board of directors meeting on Jan. 7. I also attended the Allegany County launch of their new brand on Jan. 9.

## **Grants**

We learned that we received the full amount we asked for through the Tri-County Arts Council Community Arts grant, \$4,701. This is wonderful news, as the panel was much stricter in their evaluation of applicants this year and some libraries did not receive funding they had expected. We also received a \$500 grant from the Chamber of Commerce for our facade improvements to the front door. We were also awarded a \$500 grant from Humanities New York in support of a program celebrating the 100<sup>th</sup> anniversary of women's suffrage. We will hire historical reenactor Sheryl Faye to play Susan B. Anthony on May 27 in conjunction with our Spring Tea. This program is in collaboration with some other area libraries who will also host Sheryl Faye: Angelica, Wellsville, Alfred, and Olean. I also received the donation of a night's stay at the Inn at 28 for Sheryl in May.

Cherilyn and I are working on a proposal for the Allegany County United Way grant due at the end of February. STLS is currently working with Allegany libraries to apply for NYS funds through Allegany county to help assist the community with the upcoming Census. Allegany county received \$85,000 from the state to go towards this effort, and as it turns out, the county would like to allocate the bulk of their census funding to libraries. They are hoping libraries would use the money to employ part time staff to encourage and assist patrons with census taking, or increase library open hours during the census. I will learn more about this in a meeting with STLS on Monday, Feb. 10.

## **Administrative**

I completed the annual evaluations of all library staff members in January. We have an excellent crew who serve the community well. They often go above and beyond their duties to make sure the library is running smoothly. This month Cherilyn created a marvelous spreadsheet to replace the antiquated one we currently use to track program attendance. Shauna worked diligently to get the mobile hotspots ready to roll out, creating a binder to track use, the social media postings, and the pamphlet inside each hotspot.

Mobile hotspot lending started on January 27. We have had steady use of the hot spots, although we aren't to the point of having a wait list for them quite yet. We ran a press release in last week's Patriot announcing the hot spots, and shared the news on our social media. I expect we will see a lot of interest in them as word spreads throughout the community.

## Youth Services Monthly Report: January 2020

Story times: In January, the Preschool and Toddler classes talked about the New Year, Yaks, Lions, Quilts/Queens, and Zoos! We made cupcake liner lions and wove paper together for quilts. We made our own zoo animals. After school finished our Junior Achievement: Our Community curriculum. We talked about voting, taxes, and how money flows through the community through individuals and businesses, etc. I enjoyed the curriculum because it gave a basic understanding that our communities are FOR us but not JUST for us and helped students see the bigger picture, in a thorough but comprehensible way for their age group.

Teens/Tweens: Neither Junior Achievement classes for teens and tweens had much, if any interest. I am in the process of setting up a Teen Advisory Board that will hopefully gain some traction and help pinpoint programming and services of which teens would like to avail themselves.

Outreach: Head Start brought their preschool group and Early Head Start brought their two-year old class. Mrs. Lasher brought her BOCES class and we read some silly books, including We Don't Eat Our Classmates. I visited 2 kindergarten classes (combined) for a Fairy Tale storytime to go along with their fairy tale unit at school. We read two versions of the Three Billy Goats Gruff (one was actually titled The Three Billy Goats Fluff), we acted out the story with puppets, and made our own goat puppets as well. I also visited both Pre-K classes at the school. (These groups had planned to come to the library but the weather was uncooperative.) The homeschool group met in the community room.

Other: We had movie day at the beginning of the month, showing Abominable. At the end of the month, we held a Family STEAM Day during which we read a story about being creative, making things, and seeing the world in an imaginative way. Afterward, we had two family challenges; we made aluminum foil boats to see which would float the best and hold the most pennies and we had a cup tower challenge where each family had the same number of cups but had to see whose structure could be tallest. After the challenges, it was an open "Choose Your Own Adventure" play. The cups were available to continue stacking. Our Sphero robots were available to test out on their own and with supplies for an obstacle course. And our Osmo iPad kits were available to practice with the coding games as well as the basic math, letters, and shapes games. Overall, everyone said they had a great time. I'm looking forward to planning more family days now that my personal schedule has opened up more on weekends.

Professional Development: My scholarship application was submitted and I am waiting to hear back.

Upcoming Programs: February has the Chinese New Year Program scheduled. We will also have Pancakes and Pajamas for Leap Day on 2/29. Over the break, we are going to show a movie. I am working on a collaboration with the CRCS MS/HS librarian for a game night at the school.

### January 2020 Children's Programming

<b>January 2</b>	Family Movie	48
<b>January 7</b>	Preschool University	1 children, 2 adults
<b>January 8</b>	Head Start	17 children, 4 adults
<b>January 9</b>	Toddler University	10 children, 7 adults
	Afterschool Explorers	8 children, 2 adults
<b>January 14</b>	Preschool University	3 children, 3 adults

<b>January 15</b>	Early Head Start	5 children, 5 adults
	BOCES	8 children, 9 adults
<b>January 16</b>	Toddler University	5 children, 4 adults
	Afterschool Explorers	9 children, 2 adults
<b>January 21</b>	Preschool University	3 children, 3 adults
<b>January 22</b>	AM PK	20 children, 4 adults
	PM PK	18 children, 4 adults
<b>January 23</b>	Toddler University	10 children, 7 adults
	Afterschool Explorers	9 children, 1 adult
<b>January 25</b>	Family STEAM Day	8 children, 8 adults
<b>January 28</b>	Preschool University	6 children, 6 adults
<b>January 30</b>	Toddler University	8 children, 8 adults
	Afterschool Explorers	6 children, 1 adult

