

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

Monday, August 10, 2020

5:30pm at the Library

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of June's 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
 - i. Reopening Procedures
 - a. Appointments
 - ii. Pandemic/ Emergency Plan policy – committee?
 - iii. Collection Development policy
8. New business
9. Director's Report
10. Adjournment

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

This meeting was via Go To Meeting and HUB

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

Also Present: Tina Dalton

Call to Order: The meeting was called to order by Christine Berardi, at 5:29 PM

Public Comment: None

Friends Report: None, though Tina indicated she thought Friends would be having their Board elections in the near future.

Minutes of Previous Meeting: Marsha Long moved to accept the Minutes of the June Meeting. The motion was seconded by Lynn Fulmer and the motion was passed.

Treasurer's Report: Gary Enderle indicated all of the funds were doing well. The Anonymous Fund currently has \$588,000; the Endowment Fund has \$233,214, which includes monies Tina recently deposited from a couple memorial funds; and the Book Fund is at \$12,805. There were no questions for Gary.

Committee Reports:

Finance: Tina reviewed the Profit and Loss Statements. She did explain the Covid supplies may be covered by Grants from the Allegany Area Foundation and the Friends.

Tina advised that Bill Fraser was still an authorized signor on the Morgan Stanley accounts. A motion was made by Lynn Fulmer to remove Bill Fraser's name from the account, and keep the remaining signors. The motion was seconded by Lin Assink and the motion passed. Tina will make the arrangements.

In addition, Tina informed us that Morgan Stanley had a computer breach which may have included information about people who were signors on accounts in 2016. She will check our records to determine if anyone on the Board would have been involved at that time.

Building and Grounds: Lynn Fulmer advised that work continues on the overhang, but may be coming to an end shortly.

She has the plaque in hand naming people who donated for the overhang. She will have that up soon.

She met with a landscaper from the Rushford area. He is the only one who has responded to her calls. They walked the property and he is preparing a plan and estimate, which she hopes to receive in the near future.

Tina talked to us about the elevator/lift, which is always breaking down. It is 20 years old. She has had an estimate to replace it at a cost of approximately \$44,450. She would like to apply to the State for a construction grant, which would pay 50% up to 75% of the cost. Therefore, David Crowley made a motion for Tina to apply for the construction aide grant. Gary Enderle seconded the motion, and the motion passed. Tina will begin the process.

Personnel: Our new custodian quit because she could not keep up with the hours. Tina is going to offer the job to one of the other applicants that previously applied.

Acquisitions/Gallery: No report.

Planning: Marsha indicated that the Planning Committee met to discuss how long we will keep the temporary hours, and when to open the community room. We decided, and recommended to the Board, that Labor Day would be our target date to go back to "normal". In the meantime, the community room will remain closed to the public. After some discussion, the Board agreed.

It was also discussed that, since the employees are working less hours at the library, if they do have the ability to work at home, i.e., making videos and such, we would continue to allow that as well. The Board agreed.

The Planning Committee will meet again at the end of August to see how things are going. At this point, we do have a September 23 historical reenactment event scheduled.

Programs: Programs will continue to be offered on line. Cherilyn and Tina have been making kits for most of the programs which they hand out ahead of time. Regarding the Summer Reading Program, they contacted Head Start and delivered several kits to them.

There was some discussion regarding having an outside movie. Tina and Cherilyn will discuss further.

Technology: Tina indicated that wifi had been installed on the Maple Street side of the building, but that it was not working. She has someone coming in to fix it.

Nominating Committee: No report.

Unfinished Business:

1. **Cameras:** Tina provided a Surveillance Policy for our review. A motion was made by David Crowley to accept the Policy. Trisia Young seconded the motion, and the motion passed.
2. **Reopening Procedures:** See above under Planning.

Director's Report: Many members of the Board indicated how impressed they were with the number of programs Tina and Cherilyn have been able to provide for the community during this time.

Lynn Fulmer made a motion to adjourn the meeting at 6:11 PM, and Trisia Young seconded it. Passed

Respectfully submitted:

Sharry Semans
Secretary

Collection Development Policy

The responsibility for selection of all library materials rests with the Library Director, with input from the Youth Services Coordinator and other staff members as needed.

Knowledge of our community is essential in making decision about the Library's collection. Our collection reflects the diverse community we serve.

Selection and Evaluation Criteria:

Library staff utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles and selecting locations for materials. Anticipated demand, community interests, strengths and weaknesses of the existing collections, system-wide availability, physical space limitations, acquisitions procedures, and available budgets are all factors taken into consideration. Materials are acquired in multiple formats when appropriate, including print, audiovisual, and digital resources. Highest selection priority is given to those materials in all formats having the broadest appeal.

Library staff use their training, subject knowledge and the selection criteria to identify collection goals and priorities for the Library's collection. The following criteria are used to evaluate and select items for the collection. An item need not meet all of these criteria to be selected. Certain materials are selected to address local community needs.

- Content
 - Accuracy of information
 - Comprehensiveness
 - Enduring significance or interest
 - Integrity
 - Purpose
 - Quality
 - Representation of controversial or diverse points of view
- Cost in relation to use and/or enhancement to the collection
- Critical reviews
- Current and anticipated appeal
- Format
- Local interest
- Relation to the existing collection
- Relation to other resources in the community
- Significance of the author/creator or publisher
- Suitability of subject and style for intended audience
- Support of library programs and initiatives
- Timeliness

Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs and advertisements, professional and trade bibliographies, and customer requests and recommendations. The Library strongly encourages customer input. All customer requests and recommendations are subject to the selection criteria outlined above.

Gifts:

Books that are donated to the Library as gifts are added to the Library's collection using the same criteria as that used for new books. Individuals making donations of gift materials are informed that if the library does not need the title, it will be given to the Friends of the Cuba Library, Inc. for their book sale(s).

The Library is pleased to accept monetary gifts intended for the purchase of library materials when the donors' intentions for gifts and the library's collection development objectives are consistent.

Collection Evaluation & Maintenance

Once materials have been added to the Library's collection, they are managed through an assessment and evaluation process to ensure that ongoing collection priorities are met; that collections remain up to date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement, retention or de-selection. Library staff utilize professional judgment and expertise in deciding which materials to retain, replace, repair or de-select.

De-selection (removing items from the collection) is an integral part of collection development. De-selected materials will, at the Library's discretion, be donated to the Friends of the Cuba Library, Inc. for book sales, or disposed of through other means determined by the Library. The Library retains those materials that continue to have enduring or permanent significance to its mission and overall collection goals.

Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing or de-selecting include:

- Availability of item in alternative formats
- Feasibility, cost of repair
- Historical significance, interest, or value
- Physical condition
- Relative usefulness of item
- Space considerations
- Superseded, inaccurate, or out-of-date content
- Usage data and statistics

Intellectual Freedom

The Library is committed to the principle that all enjoy constitutionally protected freedoms of speech and press. To this end, the Library strives to offer a collection that represents the needs of our diverse community. Inclusion of an item in the collection does not mean that the Library endorses any theory or statement contained in those materials and resources.

While not every customer may agree with the viewpoints offered in some Library material, the Library has a responsibility to provide a balanced collection with access to material reflecting diverse ideas through which any side of a question, cause, or movement may be explored, if the material meets the outlined selection criteria. The balanced nature of the collection is reflected in the diversity of materials, not in an equality of numbers. Customers are free to choose what they like from the collection, to reject what they do not like, but not to restrict the freedom of others to choose.

The Library's collection may include proselytizing works representing political, economic, moral, and religious or other vested positions when those works meet the selection criteria. Materials are not excluded because of the origin, background or views of those contributing to their creation or because they represent a particular aspect of life, frankness of expression or controversial subject matter.

The Library does not use labels on any material in such a way as to show approval or disapproval of the content of that material. Materials are not sequestered to show approval, disapproval or judgment as to suitability of content for a particular audience. The Library does not remove or obliterate ratings attached to material by a publisher, industry group or distributor. Removing or altering such rating, if they are placed there by or with permission of the copyright holder, denies access to the complete work and the entire spectrum of ideas that the material intended to express.

Decisions about what materials are suitable for particular children should be made by the people who know them best - their parents or guardians. Library staff are not responsible for monitoring what materials children access or check out. Selection of materials for adults is not constrained by possible exposure to children or teenagers.

The Library is committed to free and open access to its collections and to connecting people with the world of ideas, information, and materials they wish to explore in a friendly, nonjudgmental manner.

Reconsideration of Library Materials

The Library welcomes expressions of opinion from customers concerning materials selected or not selected for the collection. If a customer questions the content, tone, or placement of an item in the collection, they should first address the concern with a Library staff member. Customers who wish to continue their request for reconsideration of library material may submit the Statement of Concern about Library Materials form.

After receiving the completed request for reconsideration, the Library Director, and Library Board as needed will review the complaint to reach a conclusion about the suitability of the material for the Cuba Library collection. Such requests will be evaluated within the context of the Collection Development Policy. During this process, the material in question will remain accessible to Library patrons. The director will respond by letter to the patron.

Cuba Library Director's Monthly Report

July 2020

	July 2020	June 2020	July 2019	July 2018
Circulation	1718 (adult – 967) (Juv/YA –751)	472 (adult – 269) (Juv/YA – 203)	4638 (adult-2899) (Juv/YA-2303)	3422
Holds Filled	83	3	457	276
New Library Cards	1	2	32	23
Overdrive (eBooks)		492 downloads	342 downloads	267 downloads
RB Digital (eMagazines)		56 downloads	36 downloads	49 downloads
Wifi Use		84	2 downloads/ 63 streaming	
Visits to website	702	644		

July Library Weekly Virtual Programs

Sundays	What's New at the Cuba library by Tina Dalton
Mondays	Storytime & Virtual Storytelling Club by Cherilyn Wise
Tuesdays	Kid's Craft Time by Cherilyn Wise
Wednesdays	STEAM activities by Cherilyn Wise Adult craft by Rylee Peacock Book or movie review by Janet Rhodes
Thursdays	Teen/Tween craft by Rylee Peacock
Fridays	Book review or knitting/crochet tip by Nancy Robinson
Saturday	“Share your favorite []” by Shauna Comes

Our annual summer reading program has looked very different this year. We've prepared Take and Make kits for patrons of all ages. The kits have been somewhat popular, and it is fun to see our patrons post pictures on our Facebook page of their arts and crafts activities they've created.

We've partnered with a couple of different organizations to get our drawstring bags out into the community. We have had a Cuba-Rushford kindergarten summer school teacher pick up about a dozen for her students. We also sent close to 30 bags to the Head Start program. We have plans to distribute more bags through the Baptist Church school supply giveaway, as well as August's food box giveaway at the Cuba Cultural Center.

Reopening continues to move along smoothly. For the most part, patrons have been cooperative and understanding of our new procedures. We are most busy in the mornings, with business slowing down in the afternoon.

I submitted the application to STLS for State Construction Aid. So far, the lowest bid we have received for the elevator replacement is \$41,645.00. I have two more calls out for possible bids as well.

Youth Services Monthly Report: July 2020

Virtual Programs

I have been filming/editing/posting three videos each week, all on a weekly fairy tale theme.

Mondays: story

Tuesdays: craft project

Wednesdays: STEAM project

Jack and the Beanstalk and the French Fries

This week, all participants grew lima beans in ziplock bags to watch the growth of a bean.

The True Story of the Three Little Pigs

Our younger participants recreated the scene of all three houses in a row using sticks and grass and construction paper. The older participants built and tested structures to see if they could build something that would withstand the Big Bad Wolf's huffing and puffing.

Goldilocks and the Three Dinosaurs

The younger participants made "action figures" or puppets out of toilet paper tubes and construction paper to reenact the story at home. The older participants tried to make a better bed for Goldilocks. It had to be just right.

Little Red Rhyming Hood.

All participants this week were given muffin mixes to make so they could take them to granny's house like Red Riding Hood. (I'm guessing they mostly ate them themselves with their families.)

I have also been doing virtual storytelling. I have a solid group of 3 attending in the K-3 age group. We have a lot of fun being silly and using story cubes and other prompts.

For a week, we had a story walk set up outside the library. It was a short walk, as we limited it to the front of the building.

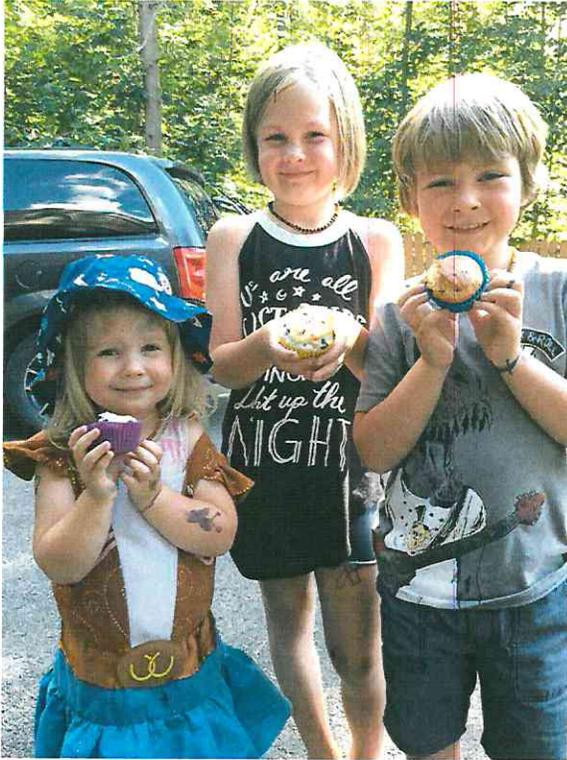
We have 73 children ages 0-18 registered online. Combined, they have read over 10,000 minutes so far this summer.

Outreach

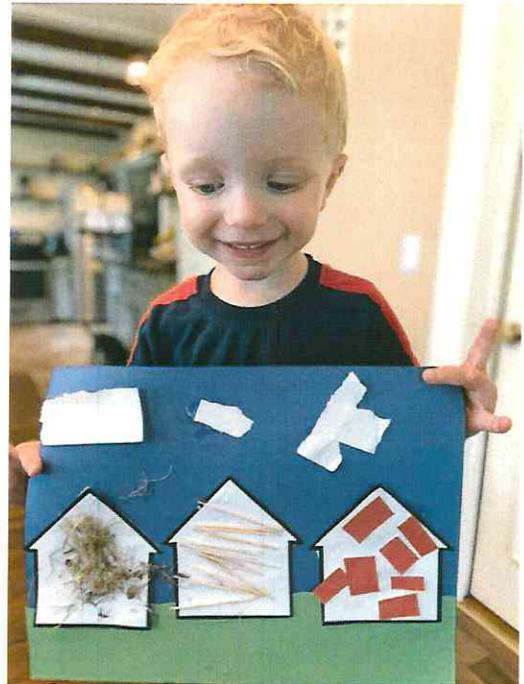
Mrs. Bump from the elementary school has given out approximately 15 bags to her former students and summer school students. We have over 20 bags to Head Start to use in the summer and fall.

Other

We had our first online program from an outside performer: Madcap Puppets. It was funny and well attended. We also had Rachel Bell offer an online music class for the first full week of summer reading. Participants (and their parents?) were excited that they got to keep the hand drum we gave them in their kits.



“Thank you Cuba librarians for helping us have some fun this Summer despite not being able to do any in-person things!”



“First time with scissors and a glue stick - it was a great time!”