

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

Monday, November 9, 2020

5:30pm at the Library

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of October'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. Policy manual development
8. New business
 - i. MetLife/BrightHouse holdings
 - ii. 2021 Budget
9. Director's Report
10. Adjournment

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, October 12, 2020

This meeting was via Go To Meeting and HUB

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

Also Present: Tina Dalton

Absent: Marsha Long and Gary Enderle

Call to Order: The meeting was called to order by Christine Berardi, at 5:30 PM

Public Comment: None

Friends Report: None, though Tina indicated the Friends were planning a silent auction for December 7-12, 2020. Local artists will be painting the purple children chairs we gave to them, and that is what will be auctioned.

Minutes of Previous Meeting: Lynn Fulmer moved to accept the Minutes of the September Meeting. The motion was seconded by Trisia Young, and the motion was passed.

Treasurer's Report: Since Gary Enderle was absent, Tina asked if there were any questions re his report. No one had questions.

Committee Reports:

Finance: There was no discussion regarding the information on the Profit and Loss Statements. Tracy Knavel moved to accept the Profit and Loss statements, and David Crowley seconded the motion. The motion passed.

Building and Grounds: Lynn Fulmer indicated the plaque was up.

She also has painted the Community Room display walls. The new hanging system is in place, and Wendy, the person who sets up the gallery for us, has put up a new display.

The letters for the signage over the front door are on order and will be installed as soon as they are in.

The water for the outside spigot has been turned off.

The ivy on the side of the building has been torn down.

The kickplate for the front door had to be reordered because it was the wrong metal.

Personnel: Christine indicated the Committee had done Tina's evaluation, and that raises had been set for all the staff. She also indicated that as Christmas gifts this year, we would be getting the staff shirts with our new logo. Tina will be picking those out and getting them ordered.

Acquisitions/Gallery: No report. (see above)

Planning: No report.

Programs: Tina indicated they had their first program for adults, and it went well. All of the other planned programs are going smoothly.

Technology: No report.

Nominating Committee: Tina indicated we had two responses to the advertisement we put on our website for recruiting new Trustees. The Committee had not yet contacted either.

It was asked if the Committee would have a slate of officers for the next meeting, and Lynn indicated they would.

Unfinished Business:

1. **Amending the Charter:** Sharry Semans indicated she had been in touch with NYS Regents and was told the Regents had to review our Charter before we took any further action. The Regents will let us know if there are any outstanding issues that we may want to take care of at the same time we make application to amend the Charter to reduce the number of Trustees, since there will be a \$60 filing fee. That way, we can get everything done at once, paying only the one fee. Sharry also indicated she had talked with Brian Hildreth from STLS who indicated that it was taking 1 to 2 years to get an amendment to the Charter resolved.
2. **Lift:** Brian Hildreth had sent information stating that some of the grants requested by the Libraries were being delayed due to Covid, and the amount of money approved for our grant is not available at this time. Therefore, if we needed the Lift sooner than later, we should go ahead and pay for it ourselves. Hopefully, the grant we had approved by the State will come through at some point in the future. Tina indicated that we would need \$20,322.50 (which is half the cost) as a down payment for the Lift and in order to get the project started. The balance of \$20,322.50 would be paid after the Lift was installed and operating. Accordingly, the total cost for the Lift is \$40,645. After discussion, Lynn Fulmer made a motion to use our own funds for the new Lift in the amount of \$40,645. Dave Crowley seconded the motion, and the motion passed. Tina will talk with the Finance Committee about which fund to withdraw from, and get the project started.
3. **Policy Manual:** The Policy Manual has been completed. Tina indicated she would be sending it out for review to all Trustees via google docs. She will also include a list of Trustee names along with a request for each Trustee to review certain policies. All Trustees will have the full Manual to refer to while reviewing their assigned policies. Any changes or edits by Trustees can be made to the policies and returned to Tina. The objective is to have the reviews done by our November meeting, at which time any edits, etc., can be discussed. It is the hope to have this project completed and approved by the Board at the December meeting.

Director's Report: Tina reviewed her report and answered relevant questions. She indicated that we were sponsoring ads for an anti-bully campaign over the local radio station, thus putting the Library's name out there. She also indicated the grant for the media lab had come through in the amount of

\$3,000 to purchase a camera, laptop, etc., so Cheryl no longer had to use her personal equipment for videos.

Trisia Young made a motion to adjourn the meeting at 6:07 PM, and Tracy Knavel seconded it. Passed

Respectfully submitted:

Sharry Semans
Secretary



Computershare
 PO Box 505000
 Louisville, KY 40233-5000
 Within USA, US territories & Canada 800 649 3593
 Outside USA, US territories & Canada 201 680 6578
 Hearing Impaired (TDD) 201 680 6611
 www.computershare.com/metlife

*****AUTO**SCH 5-DIGIT 14708 P000003/ 000028 036360



CUBA CIRCULATING LIBRARY ASSOC
 39 E MAIN ST
 CUBA NY 14727-1207

Holder Account Number

C0011686761 COR



Record Date 04 Aug 2020
 Check Number 0067683780

001CS0005.DomMETL_PG1.METL.134636_158319/036360/036360/1

MetLife Policyholder Trust - Dividend Distribution

RETAIN FOR YOUR RECORDS

On July 8, 2020, the MetLife Inc. Board of Directors declared a third quarter 2020 common stock dividend of \$0.46 per share to shareholders of record as of August 4, 2020. Your quarterly dividend check is attached.

Dividend Summary

Holder Account Number C0011686761

Record Date	Payable Date	Security Description	Total Trust Interests	Dividend Rate	Quarterly Distribution	Tax Deduction Amount (\$)	Net Dividend (\$)	Total Market Value	Stock Price as of Record Date
04 Feb 2020	13 Mar 2020	TRUST INTERESTS	12	\$0.44000	5.28	0.00	5.28	602.40	50.20000
08 May 2020	12 Jun 2020	TRUST INTERESTS	12	\$0.46000	5.52	0.00	5.52	422.64	35.22000
04 Aug 2020	14 Sep 2020	TRUST INTERESTS	12	\$0.46000	5.52	0.00	5.52	442.80	36.90000
		Year-To-Date Paid			16.32	0.00	16.32		



1UDC

METL



003SSP0019 / R

00HXDA-PP

Hello again, Tina

Your profile is 100% complete

UPDATE PROFILE 

Last login Oct 28, 2020, 3:35 PM

Portfolio

Portfolio Value USD \$492.91

Holdings	Quantity	Price	Market Value	
BRIGHTHOUSE FINANCIAL, INC. (BHF) COMMON STOCK	1	\$32.595 ▼ As of 11/2/2020	\$32.60	View Details ▼
METLIFE, INC. (MET) METLIFE POLICYHOLDER TRUST	12	\$38.3599 ▲ As of 11/2/2020	\$460.32	View Details ▼

[Add External Holdings](#) ▼

All pricing data is delayed by at least 20 minutes. [Market Price Information](#)

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DISBURSEMENTS	2020 Budget	Proposed 2021
Gross Wages	\$119,528.00	124,945.00
FICA- Employers	\$15,000.00	9558
Workman's Comp	\$1,000.00	1130
SUTA - Employers	\$1,800.00	2400
Disability	\$650.00	420
Books- J	\$3,500.00	3500
Books- A	\$6,500.00	6500
Serials	\$700.00	500
Computer Equipment	\$600.00	500
Audio	\$2,000.00	2000
DVDs	\$2,900.00	2900
Library Equipment	\$500.00	500
Fuel	\$3,000.00	3000
Electric	\$3,100.00	4100
Repairs/Bldg & Grnds	\$3,000.00	2500
Service/Service contracts	\$14,600.00	11,159
Insurance - property	\$4,800.00	5600
Phone	\$1,500.00	1500
Postage	\$200.00	400
Library Supplies	2,800.00	2800
Personal Protection Supplies		2500
Custodial Supplies	\$700.00	900
Travel	\$2,200.00	1500
Bank Fees	\$200.00	200
Train/Conference	\$1,500.00	750
Discretionary/Misc	\$500.00	500
STLS Cost Share	\$9,787.00	10218
STLS Digital Collection	\$2,873.00	2930
Health Insurance	\$500.00	500
Extended Broadband	\$1,800.00	1800
IRA Match	\$4,000.00	3250
Processing	\$450.00	325
Advertisements	\$500.00	200
Adult Programs	\$1,000.00	1000
Video Games	\$1,000.00	1000
Audit	\$2,500.00	2500
Payroll Processing	\$1,200.00	3393
Liability Insurance	\$868.00	878
Membership	\$600.00	600
Children's Programs	\$2,000.00	1000
Total	\$221,856.00	221,856.00

	RECEIPTS	Budget 2020	Budget 2021
1	Town	\$19,000.00	\$19,000.00
2	Village	\$19,000.00	\$19,000.00
3	School	\$133,340.52	\$133,340.52
4	Local Lib. Services Aid	\$1,657.00	\$1,657
5	Fines	\$0.00	0
6	Copies	\$2,200.00	\$2,200.00
7	Other	\$400.00	\$400
8	Friends	\$5,000.00	\$2,000
9	Dept. For Youth Grant	\$1,400.00	\$1,295
10	Budget Carryover	\$28,914.48	31,598.30
11	Meeting Room	\$1,125.00	\$1,125
12	Bullet Aid	\$0.00	0
13	Endowment	\$7,819.00	8,740.18
14	Donation Box	\$1,000.00	\$500
15	Adams Memorial	\$1,000.00	\$1,000
	TOTAL (1-14)	\$221,856.00	\$221,856.00
	Non-Budget Items		
15	Legis. Grant/Bk. Share		
16	Arts Grant	3000.00	4000
17	Memorials/Gifts	3750.00	3750
18	Replacements		
19	Refunds/Reimburse		
21	Misc. Grants		
22	United Way		4500
	Manley Grant		3000
23	Other		
24	TOTAL	6750	15250
	Service includes:	as of 10/2020	
	Acme copiers	\$145	\$315
	Lawn Care/Snow removal	\$421	500
	Parking Lot Maint.	\$250	\$250
	Computer Tech	\$430	500
	Fire Extinguishers	56	56
	Argentieri's	67	384
	Rug Shampoos	0	250
	Window Cleaner	450	450
	Water Softener	144	144
	Gutter's cleaned	0	
	Austin Security	359.4	798.9
	Patriot Microfilm	335	335
	Domain Listing (3 years)	63.51	0
	Elevator	2609.44	1255
	Bookkeeper	3600	3600
	Total	\$8,931	\$8,838

From: "Pleakis, Jillian M" <Jillian.Pleakis@morganstanley.com>
To: "Tina Dalton" <daltont@stls.org>
Subject: RE: Cuba Library
Date: 10/22/2020 3:12:20 PM

Hi Tina,

If we average the last 16 quarters I come up with \$218,504.48 with 4%/8,740.18 and 3%/6,555.13. If we average the last 20 quarters I come up with a value of 210,243.95 with 4%/8,409.76 and 3%/6,307.32. I will send the report with the data over in a separate secure email so you have it for your records. Please let me know if there is anything else. Have a great day!!

Jill

Jillian M. Pleakis
First Vice President, Financial Advisor
Resident Manager
Portfolio Manager
NMLS ID 1398804

The Cornell-Pleakis Group at Morgan Stanley
202 West State Street | Olean, New York 14760
Phone: 800-999-9995 | 716-372-0133
EFAX: 716-247-4667 | FAX: 716-372-5012
Email: jillian.pleakis@morganstanley.com
<https://advisor.morganstanley.com/the-cornell-pleakis-group>

-----Original Message-----

From: Tina Dalton <daltont@stls.org>
Sent: Thursday, October 22, 2020 2:46 PM
To: Pleakis, Jillian M (Wealth Management Field) <Jillian.Pleakis@morganstanley.com>
Subject: Re: Cuba Library

Hi Jill,

We are currently in the process of putting next year's budget together. Would you put together some figures for us? Just like last year, we'd like to look at what 3% or 4% trailing average would look like, for both a 16 and 20 quarter average. This will help us decide how much we might want to take out for use next year.

Thanks,

Tina Dalton, MLIS
Library Director

Cuba Circulating Library
39 E. Main Street
Cuba, NY 14727
585-968-1668
www.cubalibrary.org

----- Original Message -----

From: "Pleakis, Jillian M" <Jillian.Pleakis@morganstanley.com>

Youth Services Monthly Report: October 2020

Virtual Programs

I have been filming/editing/posting two videos each week. This month we featured some of our STEAM Kits and there are still several to post in November, especially since we purchased 3 more and got the OSMO and Sphero kits ready to go.

Tuesdays: STEAM Kit

Thursdays: story

We had several live virtual events in addition to the kit videos and stories. The Wondermakers performed an online interactive program for a small group of children. It was pretty great. I only wish more people had taken advantage of it. We have already paid for a second session with winter holiday themed stories. We also had two small online costume parties for our monthly show and tell.

Outreach

Several flyers have gone home via the school as well as free comics.

We have our storywalk set up on Main Street in local business windows, where it will remain until Thanksgiving. The title is I Went Walking by Sue Williams. Beginning at the library, people can walk down the street on our side, encountering our first pages at Road Runner and continuing to Community Bank. After crossing the street, pages are available from the Village Outlet through the Cultural Center, which is the last stop.

Other

The STEAM kits are circulating well – approximately half are currently checked out or in quarantine. Families are enjoying them quite a bit!

BEAT Global is offering virtual music creation programs through a grant they received. They are based in NYC and we will be participating by cohosting a 6 week program for teens. The program engages students in creative and technical aspects of storytelling through songwriting and original music production. Students will learn how to translate their stories into original verse. In each session, they will collectively brainstorm ideas for lyrics based on a theme, then learn how to turn those ideas into their own song verses! Students will also learn the basics of freestyle etiquette - such as choosing a theme, sharing one-by-one, and structuring an 8 bar-freestyle for their peers. On the production side of songwriting, students will learn the basic percussion sounds of the kick drum, snare drum, and high-hat, and how to build their own rhythms using free music production software. Students will learn how to unleash their creativity through song as they master the technical aspects of music production, while also receiving a professional view of how to build a career in the music industry.

Upcoming Programs

November Show & Tell (date TBD)

BEAT Explorers

Wondermakers in December