Tentative Minutes

Cuba Circulating Library Board of Trustees

Meeting Minutes for Monday, July 13, 2026

Present: Jill Schwab, Elizabeth Cashing, Seamus Cummesky, Sue Feldbauer, Jacqueline Gertner, Ann Gross, Marsha Long, Melissa Pingitore, Scott Sackett, Emily Zayac, and Tina Dalton

Excused: Brad Weaver

Guest: Scott Wisler

1. Call to order 5:32
2. Adoption of Agenda - Elizabeth C. made a motion to accept the Agenda as presented. Seconded by Emily Z., the motion was passed unanimously.
3. Public Comments – none
4. Friends Report – Scott Wisler, representing the Friends of the Library, reported that the August Cheers, Cheese and Chocolate event is in good shape for sales, most likely meeting a similar fundraising level as previous years. Ann G., Friends member, added that any Trustees who are willing to donate food items for the event, please speak to her after the meeting.
5. Minutes of the June Meeting – On a motion by Jacqueline G., second by Scott S., the minutes were unanimously accepted.
6. Financial Officer's Report – See attached. Emily Z. did note that most expenses are tracking to 50% as expected by this point in the year and that Endowment funds continue to grow.
7. Corresponding Secretary - none
8. Director's Report – See attached. Tina D. encouraged anyone reading during the summer to sign up for the reading challenge and be counted in our stats. Since her report was created, Tina D. reported that a building inspection was conducted by the Code Inspector. The building passed inspection. If any major changes are made to the building, we are requested to contact the Code Inspector. Melissa P. noted the Village is currently performing inspections on properties in its jurisdiction.

9. Committees
   i. Planning – Scott S. reported that he is working with Mose, a member of the Amish population, to teach a hunter safety course. With DEC approval, there will be 8 hours of instruction, classroom and non-live rounds in the library Community Room. Details are being finalized. Scott S. also summarized the Education requirements for each trustee since it was Seamus Cummesky's first Board meeting.
   ii. Finance – none
   iii. Buildings and Grounds –
      a. A landscaping bid from Dark Hollow Landscaping was provided. Bushes have recently been trimmed by a volunteer. At this time, no action on procuring a professional landscaper was taken.
      b. Tina reviewed the HVAC repairs which are continuing since the major overhaul of the system. There are still a few issues to be addressed. She has requested prices on service plans available.

   iv. Personnel

      a. Director's Evaluation- Jill S. will be sending the Director Evaluation document shortly. The Personnel committee will then meet and have results for the board by the September meeting.

   v. Policy

      a. Whistleblower Policy – A revised policy included in the board packet was brought forward for adoption. On a motion by Emily Z. and then a second by Ann G., the updated version was adopted unanimously.

      b. Conflict of Interest – An updated Conflict of Interest policy was also included in the board packet. There was a motion to adopt the policy as presented by Ann G., seconded by Melissa P. and the motion passed unanimously. The last page of the policy is the Annual Statement Form which is to be completed by each Trustee.

This new form should be completed and given to Tina by the September meeting.

vi. Liaison with Friends – no additional report

vii. Education – none

viii. none

10. Unfinished Business
    i. SAM Grant – Paperwork is continuing and payment still pending.
11. New Business –
    i. Digital Sign – The indoor digital sign stopped working and the cost to replace/repair is costly and not in the budget. No action at this time other than allowing our insurance carrier to submit a claim to possibly aid in replacement/repair.
12. Executive Session –

    Melissa P. made a motion to go into executive session for the purpose of discussion on a staff matter. A second motion was made by Emily Z. and vote was unanimous to enter executive session at 6:07 p.m.
    A motion by Emily Z, second by Elizabeth C. to come out of executive session made at 6:18 p.m., passed unanimously.
13. Adjournment – On a motion by Jacqueline G. and seconded by Seamus C., the meeting was adjourned at 6:19.

Respectfully submitted,

Marsha Long