

Tentative Minutes

Cuba Circulating Library Board of Trustees

Meeting Minutes for Monday, September 14, 2026

Present: Jill Schwab, Elizabeth Cashing, Seamus Cummesky, Sue Feldbauer, Marsha Long, Melissa Pingitore, Emily Zayac, and Tina Dalton

Excused: Ann Gross, Jacqueline Gertner, Scott Sackett, Brad Weaver

1. Call to order 5:31
2. Adoption of Agenda- On a motion by Melissa P. and seconded by Elizabeth C., the agenda was accepted unanimously.
3. Public Comments – none
4. Friends Report – none
5. Minutes of July meeting – Emily Z. made a motion to accept the minutes with a correction. Seconded by Seamus C., the motion passed unanimously.
6. Minutes of the August special meeting – A motion was put forward to accept the minutes with a correction by Elizabeth C. Seconded by Seamus C., the motion passed unanimously.
7. Financial Officer's Report – Marsha L. motioned to accept the presented report. The motion, seconded by Jill S., was unanimously passed.
8. Corresponding Secretary – none
9. Director's Report – See attached
10. Committees
 - i. Planning – The committee met in September discussing the long-range plan.
 - ii. Finance -- This committee is planning on meeting before the next Board meeting.
 - iii. Buildings and Grounds – none
 - iv. Personnel –
 - a. Maintenance manager resignation- A motion to accept the resignation of Dave Wagner, maintenance manager, taking effect immediately, was made by Melissa P. A second made by Elizabeth C. and the motion passed unanimously.
 - b. Hire Maintenance Manager - A motion to hire Stephen Thorpe as Maintenance Manager at \$25/hour was made by Emily Z. and seconded by Seamus C. The ayes for accepting the motion were Elizabeth Cashing, Seamus Cummesky, Sue Feldbauer, Marsha Long,

Jill Sshwab, and Emily Zayac. Melissa Pingitore abstained. Motion passed.

11. Executive Session – A motion to go to executive session to discuss a specific personnel issue was made at 5:55 by Elizabeth C., seconded by Emily Z. Motion passed. A motion to exit executive session was made by Melissa P. and seconded by Jill S. at 6:12. Motion passed.

- c. Creation of a Job Description – Tina D. presented a description for a Digital Services Librarian position. Requirements and prerequisites were detailed. A motion to approve the job description was made by Marsha L. and seconded by Seamus C. The motion passed unanimously.
- d. Director's evaluation - The Personnel committee met previously to review all trustee evaluation forms. The committee chair, Jill S., reported that Tina D. has met all of her areas of evaluation.

v. Policy

- a. Community Room/Meeting Room & Programming Space Policy – A motion to accept the policy with discussed additions was made by Melissa P., seconded by Emily Z. The motion passed unanimously.
- b. Purchasing Policy – A motion was put forward to replace the Acquisition Policy with the presented Purchasing Policy. The motion by Elizabeth C., seconded by Melissa P. passed unanimously.
- c. Library of Things Agreement & Use Policy - Jill S. motioned to accept this policy and with a second by Seamus C., passed unanimously with some minor changes that were suggested.

vi. Liaison with Friends - The CCC event was a great success. Thank you Friends.

vii. Education – Tina will share some opportunities in a future email for Trustees to complete their education hours.

12. Unfinished business

i. SAM grant

- a. Mazza balance is \$34,050. Tina reported there are issues with temperature controls so Mazza has been contacted to return about this issue.

ii. Digital Sign – insurance coverage paid \$2,221.81 towards the loss of the sign. The deductible for the item is \$2,500. Action on replacement of the sign was tabled. Melissa P. will gather information on a possible solution.

13. New Business

- i. Endowment withdrawal – Melissa P. made a motion to adopt a resolution to withdraw funds from the Endowment and Restricted Funds. Elizabeth seconded this motion. Motion passed. The Endowment amount is \$31,890 and Adams Memorial Fund is \$600. See attached.
- ii. HVAC – Yearly contract proposals provided by Mazza were reviewed. No action at this time.
- iii. Village Rec. Program – Tina D. submitted the Cuba Circulating Library Child Behavior Policy to the Village Board for their review due to children from their program being unattended in the library on many occasions.
- iv. October meeting – The next board meeting date needs to change due to the library being closed on October 12th. On a motion by Emily Z. and a second by Seamus the next meeting will be set for October 19, 2026 at 5:00. Motion passed.

14. Adjournment – On a motion by Melissa P. and seconded by Seamus C., the meeting was adjourned at 6:55. Motion passed.

RESOLUTION TO WITHDRAW FUNDS FROM ENDOWMENT AND RESTRICTED FUND

Cuba Circulating Library Board of Trustees

Date: Sept. 14, 2026

WHEREAS, the Board of Trustees has adopted an annual budget for the current fiscal year providing for withdrawals from the library's endowment and restricted fund accounts; and

WHEREAS, the Adams Memorial Fund is a donor-restricted fund designated for collection development purposes only; and

WHEREAS, the withdrawals described below are consistent with and provided for in that budget, and the Adams Memorial Fund withdrawal is consistent with its donor-restricted purpose;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Cuba Circulating Library hereby authorizes the withdrawal of the following budgeted amounts:

Fund	Amount	Purpose
Endowment Fund	\$31,890.00	As budgeted, FY 2026 operating budget
Adams Memorial Fund	\$600.00	Collection development (per donor restriction), as budgeted FY 2026
Total	\$32,490.00	

BE IT FURTHER RESOLVED, that the Board confirms the Adams Memorial Fund withdrawal will be applied solely toward collection development in accordance with the donor's restriction; and

BE IT FURTHER RESOLVED, that the Library Treasurer and/or Library Director are authorized to execute any documents necessary to effectuate these withdrawals, and to transfer said funds to the library's operating account.