

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, September 14, 2020

This meeting was via Go To Meeting and HUB

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

Also Present: Tina Dalton

Absent: Tracy Knavel

Call to Order: The meeting was called to order by Christine Berardi, at 5:28 PM

Public Comment: None

Friends Report: None, though Tina indicated the Friends were having an outside Bargain Booksale on Saturday, in front of the Library, during the Garlic Open Market Festival.

Minutes of Previous Meeting: Dave Crowley moved to accept the Minutes of the August Meeting. The motion was seconded by Lynn Fulmer and the motion was passed.

Treasurer's Report: Gary Enderle reviewed his report and indicated all of the funds had increased since last month and were doing well. There were no questions for Gary.

Committee Reports:

Finance: Tina indicated that we had received the \$9,500 payment from the Town. She will write the required letter to the School and ask for the October payment from them. There were no questions regarding the Profit and Loss statements. Gary Enderle moved to accept the Profit and Loss statements, and Trisia Young seconded the motion. The motion passed.

Building and Grounds: Lynn Fulmer advised that she believes the leaking issues of the columns have been fixed.

She still is looking for someone to hang the plaque.

She suggests we put off the landscaping until next year. However, she did find someone to trim the bushes for \$75. She is going to get that done.

Sara Talbot indicated a kick plate on the bottom of the inside of the front door should be installed, as people are often holding the door with their feet and marking it up. Arrangements will be made to get that installed.

Pending approval of the Village Planning Board, Lynn indicated there will be 5" cream colored lettering on the front of the arch identifying the Library as the "Cuba Circulating Library".

There is a new plastic sign to the left of the front door.

The windows are being washed.

Lynn is working on the maintenance schedule chart.

Personnel: No report.

Acquisitions/Gallery: No report.

Planning: Marsha Long indicated the Committee had met and discussed change of hours. She indicated it would be the Committee's recommendation to stay open on Tuesday and Thursday evenings until 8:00 PM, and to close earlier on Saturday at 1:00 PM. After discussion, a motion was made by Lynn Fulmer to adopt those hours and revisit any further changes in the hours as necessary. The motion was seconded by Dave Crowley. The motion passed.

Marsha also indicated that the Committee had reviewed the Long Range Plan in conjunction with the current pandemic issues and guidelines. She indicated that most goals would be pushed back a year or so, depending upon when we return to "normal".

Programs: Faith Stewart indicated that the Committee had met and had determined there would be no in-person children programs yet. Everything is still on line, and for some of the programs, there are kits that can be picked up that go along with the programs.

Tina indicated that they are going to have some in person adult programming, with approximately ten participants at a time.

Tina indicated that the outdoor movie went well.

Technology: No report.

Nominating Committee: Lynn indicated the Committee was having a hard time coming up with any nominees. They are still working on it.

Sharry Semans opened up discussion about possibly amending the Charter to reduce the number of Trustees, and to make the amount an odd number instead of an even number of Trustees. She indicated the process was fairly simple, just some paperwork. Lynn Fulmer said she would like to work with Sharry on this issue. They will get together and report back at the next meeting.

Unfinished Business:

1. **Sexual Harassment training.** Some people still have not done this. Tina reminded all to please get this done.

New Business:

1. **Authentication of Application for lift:** After discussion about the installation of the new lift and the pending Construction Aid Grant, it was indicated that the Authentication document should be signed. A motion was made by Lynn Fulmer for the appropriate individuals to execute the document, and for the Board to adopt the Authentication document. The motion was seconded by Dave Crowley, and the motion passed.

In addition, a motion was made by Marsha Long to accept the Kolt quote for the installation of the lift. Lin Assink seconded the motion, and the motion passed. Tina will make the arrangements to get this done.

2. Garlic Market Sept 19:

- a. After discussion, it was determined that the Library should be closed on that date. The Friends will be having their sale outside, but it is not necessary for the Library to be open.
 - b. Tina indicated that there are some items that we may want to donate to the Friends to also sell at the Bargain Booksale. It was agreed that Tina should go ahead and give the items to the Friends to sell.
- 3. Community Room:** There was discussion about how to open the Community Room to outside entities. It was determined that we would open the room to no more than 30 people at a time. Tina created an Agreement that would have to be signed indicating no more than 30 people, and they would follow our pandemic guidelines. Tina will monitor the use of the Room. If there are any violations of the guidelines, that entity will not be able to use the Room again, or until further notice.
- 4. Policy Manual Development:** Sharry and Tina are working on reviewing and updating where necessary, all of the Library's policies. They are hoping to have that project done by the next meeting. Dave suggested that only three policies be produced at each of the next upcoming meetings, where they could be discussed, read, edited and adopted. It was agreed that was the way it would happen.

Director's Report: Tina reviewed her report and answered relevant questions.

Dave Crowley made a motion to adjourn the meeting at 6:26 PM, and Trisia Young seconded it. Passed

Respectfully submitted:

Sharry Semans
Secretary

ASSURANCES: State Aid for Library Construction Program

The applicant hereby gives assurances of the following: (check all boxes that apply)

- It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.
 - The project will begin land acquisition, construction or continue construction work in the case of a project that has begun but it not complete as the date of the application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding has been met.
 - The project will be conducted in accordance with all applicable Federal, State and local laws and regulations.
 - For any project involving the acquisition of real estate (vacant land or land and a building), the applicant certifies the following:
 - The real property acquired in whole or part with State Aid for Library Construction funds has been or will be acquired at or below Fair Market Value.
 - The purchase price of the property was or will be derived through bona fide arm's length negotiations and the purchase has been approved by the Library's Board of Trustees upon the advice of person(s) familiar with the suitability of the purchase price.
 - State Aid for Library Construction funds will not be used by the applicant to make payments to any individual or entity owning the purchased property if any member of the applicant's board of trustees or any employee of the applicant or any immediate family of any member of the board of trustees has any interest in the property.
 - Check if applicable:** If the purchase price of the property is more than \$150,000, the applicant will obtain or has already obtained an appraisal from a certified Real Estate Appraisal in conformity with USPAP standards. Such appraisal shall be kept on file and will be provided to the State Library upon request.
 - The library building or site of the construction project is or will be owned by the applicant or the school district and is, or will be, open to the public.
- OR**
- The library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

Per the provisions of Chapter Law 54 of 2014, no State and Municipal Facilities Program (SAM) funding is used as match for any component of the State Aid for Library Construction [Education Law 273-a] project described within this project application.

OR

If State and Municipal Facilities Program (SAM) Grant money is being used to fund construction in this building, that project is totally separate from the one described in this application AND the SAM grant is **not** being used as match funding for this project application.

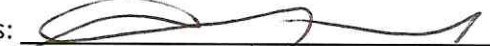
The Library affirmatively states that each of the costs to be funded with award proceeds are capital costs and therefore, as bonded funds, may not be used to pay for, including but not limited to:

- Financing/interest fees or costs
- Retirement of long-term debt even if the debt was originally interim short-term financing (ie, must be retired in less than one year)
- Rental or leased equipment
- Warranties (other than the manufacturer's warranty customarily provided with such product)
- Recurring maintenance fees
- Recurring repair costs
- Painting, replacement of carpeting, floor and ceiling tiles and window treatments, unless such painting or replacement of carpeting floor and ceiling tiles or window treatments are required to be performed as part of a substantial renovation of the affected space.
- Recurring software licenses, hosting, maintenance or training fees
- Internal labor costs
- Training end users

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction aid award to be administered in accordance with the requirements of Education Law §273-a and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the

Cuba Circulating Library at a legal meeting on
Sept. 14, 2020.

Signature of President, Library Board of Trustees: 

Name of President (type or print): Christine Berardi