

Agenda
2021 Annual Meeting
Cuba Circulating Library Board of Trustees

Monday, January 11, 2021

1. Call to order
2. Nominating Committee Report
 - a. Introduction of new trustees:
 - b. Election of officers for 2021
3. Committee Appointments for 2021
4. Adjournment

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

Monday, January 11, 2021
5:30pm at the Library

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of November's Meeting
5. Treasurer's Report/Profit and Loss 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. Board and Directors' Liability Insurance
8. New business
 - i. Bank accounts signees
 - a. Morgan Stanley (currently Tina, Gary, Dave)
 - b. Five Star (currently Tina, Cherilyn, Lori, Christine, Gary)
 - ii. Endowment withdraws for budget
 - a. Adams \$1000
 - b. Endowment \$8740.18
9. Director's Report
10. Adjournment

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes

Monday, December 14, 2020

This meeting was via Go To Meeting

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

Also Present: Tina Dalton

Absent: Trisia Young

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

Public Comment: None

Friends Report: Tina advised that the Friend's made approximately \$235 in the chair auction.

Minutes of Previous Meeting: Lynn Fulmer moved to accept the Minutes of the November Meeting. The motion was seconded by Sara Talbot, and the motion was passed.

Treasurer's Report: There was a discussion about confusion regarding the Treasurer's Report and the Finance Committee Report. It was decided that the Profit and Loss Statements were actually what should be reported as the Treasurer's Report, and accepted by the Board. Therefore, for this meeting, Tina reviewed the Profit and Loss statements. There were no questions. A motion was made by Faith Stewart to accept the reports. Lynn Fulmer seconded the motion, and the motion passed.

Committee Reports:

Finance: Gary Enderle presented his report on our investments. Everything is going well.

Building and Grounds: Lynn Fulmer indicated not much was going on. Fireplace was cleaned. She also indicated that the maintenance chart was created. This will indicate when maintenance/annual repairs, etc., need to be done.

Personnel: Tina indicated we still had not found anyone to shovel the snow and mow the lawn. David is going to check with someone he recently hired.

Acquisitions/Gallery: No report. However, Tina indicated she had purchased a print of the Village, and Lynn Fulmer will work with her on getting it framed and hung.

Planning: Marsha indicated that the Planning Committee plans to meet in January to work on the pandemic response document discussed at the last meeting.

Programs: Tina indicated there have been fewer patrons in the building. She is going to put a notice in the Patriot about curbside service again, and the programs we have on line.

Technology: No report except that Sara indicated the Committee had met to review and edit the technology policies.

Nominating Committee: Lynn Fulmer indicated the Committee had met and had selected Bradley Weaver and Wendy Sprague for the two Trustee positions which will be vacant beginning in January. A motion was made by Lynn Fulmer to appoint Bradley Weaver and Wendy Sprague as Trustees beginning in January 2021. The motion was seconded by Sara, and the motion passed.

Lynn also indicated that the slate of Officers to take office in January would be:

Faith Stewart as President;
Sara Talbot as Vice President;
Gary Enderle as Treasurer; and
Sharry Semans as Secretary.

We all thanked David Crowley and Christine Berardi for their service to the Board.

Unfinished Business:

1. **Policy Manual:** All policies have now been updated. A motion was made by Tom Donahue to rescind any existing policies dated before today's date, and to adopt the policies included in the Policy Manual, which policies will be marked approved or revised on December 14, 2020. The motion was seconded by Lin Assink and passed.
2. **2021 Budget:** Tina presented the revised 2021 budget. Lynn Fulmer moved to accept the budget. Marsha Long seconded the motion, and the motion passed.
3. **Insurance:** Tina furnished more information about our current insurances. She also indicated that she had paid the premium due on the D&O Insurance on December 11th so we would not have any lapse in the policy. If we decide to change companies, we will just request a prorated refund. In the meantime, Sharry will work with Tina and Lee James, our insurance agent, to get a little more detailed info before we decide if we want to switch.

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

Sharry Semans moved to go into Executive Session to discuss a personnel issue. Lynn Fulmer seconded the motion and we moved into Executive Session at 6:30 PM. A motion was made by Lynn Fulmer to move out of Executive Session at 6:37 PM. The motion was seconded by Marsha Long and passed.

Lynn Fulmer indicated she had received a thank you note from Suzanne Krull for our generosity in assisting with the maintenance of the parking lot at the Cultural Center, which we use for parking.

Gary made a motion to adjourn the meeting at 6:39 PM, and Faith seconded it. Passed

Respectfully submitted:

Sharry Semans, Secretary

Cuba Library Director's Monthly Report

December 2020

	Dec. 2020	Nov. 2020	Dec. 2019	Dec. 2018	Dec. 2017
Circulation	2090 (adult 1370) (J/YA 720)	2261 (adult 1318) (J/YA 943)	3205 (adult – 1929) (Juv/YA – 1276)	2518 (adult – 1632) (Juv/YA – 886)	2758 (adult – 1681) (Juv/YA – 1062)
Holds Filled	322	287	420	431	
New Library Cards	2	6	9	7	
Overdrive (eBooks)		425 downloads	314 downloads	311 downloads	
RB Digital (eMagazines)		28 downloads	10 downloads	33 downloads	
Wifi Use	232	229	209		
Visits to website	645	662			

I attended two STLS meetings this month. The first was a check in with libraries throughout the system to see how we are doing/feeling, and for STLS to find out what more we might need from them. Some libraries want to see STLS give firmer guidelines about how they should function, what services they should offer, if they should be open to the public, etc. I agree with STLS that these decisions should be made at the local level, by individual library boards and directors, as each community is facing different levels of COVID infection. The second meeting was in regards to the NYS Pandemic Operations Plan requirement. As an association library, we are not technically required to have a plan. However, NYLA and STLS both recommend that we complete one. The Planning Committee has undertaken this project. The deadline to have the plan completed is April 1, 2021.

I completed annual staff evaluations this month. The staff has really gone above and beyond this year, taking on tasks outside their normal job descriptions, learning new technologies, and reaching out to patrons and community members to make sure all is well. They have also been supportive and compliant with all the precautionary measures we've had to put into place due to COVID. I count myself lucky to lead such a great team.

We held a Christmas decoration scavenger hunt as a passive program. Patrons were given a list of holiday decorations to find around town, and when they completed the scavenger hunt they could stop by the library for a treat. Although we posted this on social media a few times and had flyers by the front desk, we only had about 10 people participate.

We are holding a Winter Reading Program to encourage reading throughout January and February. Patrons will log their reading and write book reviews to be entered into a drawing to win prizes. Drawings will take place on Feb. 1 and March 1.

Youth Services Monthly Report: December 2020

Virtual Programs

December was a story-focused month. I posted 5 Christmas themed stories throughout the month, concluding with the quintessential classic 'Twas the Night Before Christmas by Clement Moore, illustrated by Jan Brett.

We had one other participant for BEAT Global in December.

We partnered with Mike Morton to provide a video all about reindeer, featuring a reindeer from his farm. I would like to find more ways to incorporate his animals virtually this spring if we are still mainly virtual.

Wondermakers was well attended with 8 children jumping on for their interactive storytelling session. I'm glad we were able to include their programs and as far as virtual programs are concerned it was on the inexpensive side and more interactive than many I've seen.

Outreach

Mrs. Klotz took many leftover craft kits to share with her students and with other teachers in the elementary building.

Upcoming Programs

We are participating in a county-wide story bracket program online. Each participating library is reading several books and there will be voting for favorites throughout several weeks. Tina and I both recorded multiple stories and they will begin posting the week of January 11th. It is a unique way to showcase our library and to share resources in the county so that no individual is responsible for all of the stories etc.