

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

**Monday, February 8, 2021**  
**5:30pm at the Library**

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of January'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
  - ii. HVAC Service plan
8. New business
  - i. Personnel Policy—new sick leave law
  - ii. Pandemic Plan
  - iii. 150<sup>th</sup> Anniversary Committee
  - iv. STLS Direct Access Plan 2022-2026 Feedback
  - v. Conflict of Interest policy
9. Director's Report
10. Adjournment

**Cuba Circulation Library**  
**Board of Trustees Annual Meeting Minutes**  
**Monday, January 11, 2021**

**This meeting was via Go To Meeting**

**Present:** Faith Stewart, Thomas Donahue, Lynn Fulmer, Sara Talbot, Lin Assink, Tracy Knavel, Marsha Long, Gary Enderle, Trisia Young, Bradley Weaver, Christine Berardi and Sharry Semans

**Also Present:** Tina Dalton

**Nominating Committee Report:** Lynn Fulmer introduced the new Trustees: Bradley Weaver. Wendy Sprague had not yet signed onto the meeting.

**Election of Officers:**

President: Faith Stewart  
Vice President: Sara Talbot  
Treasurer: Gary Enderle  
Recording Secretary: Sharry Semans

Lynn Fulmer was appointed Correspondence Secretary.

A motion to accept the nominations of Trustees and the Officers was made by Marsha Long, and seconded by Sara Talbot. The motion passed.

Faith Stewart handed out the following Committee appointments. The first person listed will be Chair of that Committee.

**Committee Appointments:**

Acquisitions – Semans, Long  
Buildings & Grounds – Fulmer, Weaver, Young  
Finance – Enderle, Stewart, Assink, Dalton  
Liaison to the Friends – Young, Talbot, Sprague, Knavel  
Nominating – Fulmer, Donahue, Sprague  
Personnel – Stewart, Semans, Donahue, Dalton  
Planning – Long, Semans, Dalton, Wise  
Programming – Talbot, Long, Weaver, Dalton, Wise  
Technology – Knavel, Talbot, Assink, Oonk, Dalton

Gary Enderle made a motion to adjourn the meeting at 5:35 PM, and Tracy Knavel seconded it. Passed

Respectfully submitted:

Sharry Semans, Secretary

**Cuba Circulation Library**  
**Board of Trustees Monthly Meeting Minutes**  
**Monday, January 11, 2021**

**This meeting was via Go To Meeting**

**Present:** Faith Stewart, Thomas Donahue, Lynn Fulmer, Sara Talbot, Lin Assink, Tracy Knavel, Marsha Long, Gary Enderle, Trisia Young, Bradley Weaver, Wendy Sprague and Sharry Semans

**Also Present:** Tina Dalton

**Call to Order:** The meeting was called to order by Faith Stewart at 5:36 PM

**Public Comment:** None

**Friends Report:** None

**Minutes of Previous Meeting:** Marsha Long moved to accept the Minutes of the December Meeting. The motion was seconded by Lin Assink, and the motion was passed.

**Treasurer's Report:** Gary Enderle had not had time to review the Profit and Loss Statements prior to the meeting. We will review them next month.

**Committee Reports:**

**Finance:** Gary Enderle presented his report on our investments. All of the investments have increased. He did inquire as to the status of the lift as we paid \$20,322.50, which is half of the cost. Tina indicated the installer was waiting for some of the parts.

**Building and Grounds:** Lynn Fulmer indicated all was quiet. Prior to the meeting, Tina had sent us a copy of two bids for service contracts for annual maintenance of the HVAC/plumbing systems. After some discussion, it was decided that we may be interested in such a contract. However, before committing to such a contract, Tina or Lynn was going to find out if flushing of the hot water heater was required annually, and if it was included in the maintenance contract prices. She will get back to us, and then we can make a decision next month.

**Personnel:** Tina indicated Rylee gave her notice, but she will continue to assist us with some of the videos for programs on a volunteer basis. Tina is not going to replace her at this point. Tina also indicated she may have found a groundskeeper and is just going through the final portion of the hiring process.

**Acquisitions/Gallery:** No report. However, Lynn Fulmer is working with Tina on getting a print framed and hung.

**Planning:** Marsha indicated that the Planning Committee will be meeting in a couple weeks to work on the pandemic response document discussed in previous meetings.

Marsha also talked about the Committee notebooks that Tina had prepared last year, and Marsha indicated it would be a good idea if each Committee would try to put their notebooks in order. Since

Tina has some of these notebooks, she will distribute to the various Committee chairs, and we will try again.

**Programs:** Tina indicated that the number of patrons has increased since the holidays. She also stated she would be having a Winter Reading Program.

**Technology:** Tina said she is still working on getting the 3D printer operable.

**Nominating Committee:** A big welcome to Brad Weaver and Wendy Sprague, who accepted their nomination as Trustees.

**Unfinished Business:**

1. **Insurance:** Sharry indicated she is working with Tina and Lee James. At this point, this project has become an audit of all of our insurances. The plan is to have Lee James put together some options for us, which we believe will take a couple months.

**New Business:**

1. **Bank Accounts:**

Because of the change in officers and turnover of trustees, it was determined that the signatories on our financial accounts had to be changed.

- a. The Morgan Stanley account currently has Tina Dalton, Gary Enderle and David Crowley as signatories. A motion was made by Tracy Knavel to remove David Crowley as a signatory, and add Faith Stewart as a signatory. The motion was seconded by Lynn Fulmer, and passed.
- b. The Five Star Bank account currently has Tina Dalton, Cherilyn Wise, Lori Bokan , Gary Enderle, and Christine Berardi as signatories. A motion was made by Tracy Knavel to remove Christine Berardi as a signatory, and add Faith Stewart as a signatory. The motion was seconded by Lynn Fulmer, and passed.

Tina will make the arrangements to have these changes implemented.

- c. There are two withdrawals from our accounts which need to be made. A motion to withdraw \$1,000 from the Adams Fund and \$8,740.18 from the Endowment account was made by Sara Talbot, seconded by Marsha Long, and passed.

Tina will make the appropriate withdrawals and deposit into our general account.

2. **Messages from our new President:** Faith wanted to advise us of a couple of items:

- a. There was a recent incident where an employee had advised a Board Member during a social situation that she had or may have injured herself at work. The Board Member did not report that incident to Tina. So, in the future, if an employee tells you something like that, please ask if they will be reporting it to Tina, or if that employee is asking you for assistance.



- b. Just a reminder to please not contact Tina at home or on her private phone during her off hours unless it is an emergency. If you email Tina, she will get back to you when she returns to the office.
- c. Be aware that some issues we discuss are confidential, and discretion is the better part of valor, or something like that.
- d. If you have any ideas or suggestions, please do not hesitate to contact Faith.

**Director's Report:** Tina indicated we will be selling some Library clothing and totes. We are partnering with Teespring. We will get a percentage of everything that is sold. The page of items is listed on our website.

Lynn Fulmer made a motion to adjourn the meeting at 6:37 PM, and Sara seconded it. Passed

Respectfully submitted:

Sharry Semans, Secretary

## CUBA CIRCULATING LIBRARY 2020

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4:49 PM

01/05/21

Accrual Basis

# CUBA CIRCULATING LIBRARY

## Profit & Loss Budget vs. Actual

### January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget
6013 · Fuel	1,693.59	3,000.00	-1,306.41
6014 · Electric	4,251.08	3,100.00	1,151.08
6015 · Repairs/Building & Grounds	1,883.91	3,000.00	-1,116.09
6016 · Service	10,889.42	14,600.00	-3,710.58
6017 · Ins - Property	5,529.85	4,800.00	729.85
6018 · Phone	1,407.84	1,500.00	-92.16
6020 · Postage	391.29	200.00	191.29
6021 · Library supplies			
Library Equipment	1,645.32		
6021 · Library supplies - Other	15,752.09	2,800.00	12,952.09
<b>Total 6021 · Library supplies</b>	<b>17,397.41</b>	<b>2,800.00</b>	<b>14,597.41</b>
6022 · Custodial supplies	1,279.69	700.00	579.69
6023 · Travel	709.73	2,200.00	-1,490.27
6024 · Bank fees	358.00	200.00	158.00
6025 · Train/conference	615.00	1,500.00	-885.00
6026 · Discretionary Fund	366.00	500.00	-134.00
6029 · Health Insurance	500.00	500.00	0.00
6030 · Memorials & Gifts	2,225.91		
6031 · Extended Broadband	1,350.00	1,800.00	-450.00
6033 · Other Expense	22,158.75		
6034 · DFY Expense	131.37		
6036 · Grant expense	382.85		
6048 · Processing Fee	374.74	450.00	-75.26
6050 · Advertisement	317.27	500.00	-182.73
6051 · Adult Programming	454.10	1,000.00	-545.90
6052 · Video Games	1,414.79	1,000.00	414.79
6053 · Digital Books	3,871.31	2,873.00	998.31
6060 · DVD	2,844.10	2,900.00	-55.90
6066 · Arts expense	860.00		
6099 · STLS cost share	9,787.00	9,787.00	0.00
6110 · Friends Expense	2,390.76		
6255 · Manley Grant expense	155.81		
6560 · Payroll Expenses			
6001 · Employee Wages	93,840.18	119,528.00	-25,687.82
6002 · Payroll Tax FICA Employer	22,841.96	15,000.00	7,841.96
6002.5 · Payroll Tax FICA Employee	2,677.61		
6003 · Ins - Workman's Comp	1,303.00	1,000.00	303.00
6005 · Ins - Disability	419.73	650.00	-230.27
6038 · Ira Match	9,716.33	4,000.00	5,716.33
6039 · Employee Contribution	129.23		
6101 · SUTA	4,639.50	1,800.00	2,839.50
6560 · Payroll Expenses - Other	872.75	1,200.00	-327.25
<b>Total 6560 · Payroll Expenses</b>	<b>136,440.29</b>	<b>143,178.00</b>	<b>-6,737.71</b>
6563 · Audit	2,500.00	2,500.00	0.00
7021 · Membership	350.00	600.00	-250.00
<b>Total Expense</b>	<b>257,649.30</b>	<b>220,988.00</b>	<b>36,661.30</b>
<b>Net Ordinary Income</b>	<b>1,047.21</b>	<b>-9,117.48</b>	<b>10,164.69</b>
<b>Other Income/Expense</b>			
Other Income			
4005 · United Way	7.13		
<b>Total Other Income</b>	<b>7.13</b>		
<b>Net Other Income</b>	<b>7.13</b>		
<b>Net Income</b>	<b>1,054.34</b>	<b>-9,117.48</b>	<b>10,171.82</b>

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01/05/21

Accrual Basis

# CUBA CIRCULATING LIBRARY

## Profit & Loss Budget vs. Actual

### January through December 2020

	Jan - Dec 20	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Adams Memorial	1,000.00	1,000.00	0.00
Budget Carryover	0.00	17,929.00	-17,929.00
Grants			
Wilday Grant	1,000.00		
4090 · Grant - STLS	100.00		
4255 · Manley Grant	550.54		
Grants - Other	750.00		
Total Grants	2,400.54		
Morgan Stanley			
Endowment Fund	7,819.00	7,819.00	0.00
Morgan Stanley - Other	20,322.50		
Total Morgan Stanley	28,141.50	7,819.00	20,322.50
4001 · Town Income	19,000.00	19,000.00	0.00
4002 · Village Income	19,000.00	19,000.00	0.00
4003 · School Income	130,468.00	133,340.52	-2,872.52
4004 · Local Lib Services Aid	1,162.97	1,657.00	-494.03
4006 · Fines Income	21.30		
4007 · Petty Cash			
Arts	4,995.30		
Book Replacement	165.89		
Copies Income	918.08	2,200.00	-1,281.92
Fines	54.65		
4066 · Donation Box	216.84	1,000.00	-783.16
Total 4007 · Petty Cash	6,350.76	3,200.00	3,150.76
4008 · Other income	30.75	400.00	-369.25
4012 · Friends	6,081.81	5,000.00	1,081.81
4013 · DFY	1,295.00	1,400.00	-105.00
4016 · Gifts	0.00	1,000.00	-1,000.00
4017 · Memorials/Gifts	7,359.23		
4019 · Refunds/Reimb	4,947.99		
4020 · Meeting Room Fee	500.00	1,125.00	-625.00
4031 · Interest Income	32.98		
4032 · Dividend Income	103.16		
4038 · Misc Income	30,800.52		
Total Income	258,696.51	211,870.52	46,825.99
Gross Profit	258,696.51	211,870.52	46,825.99
Expense			
Arts Grant Expense	2,720.07		
Ask Accountant	-0.01		
Childrens Programming	1,739.42	2,000.00	-260.58
Security System	2,566.91		
Technical			
6009 · Computer	818.17	600.00	218.17
Technical - Other	779.14		
Total Technical	1,597.31	600.00	997.31
Wilday Grant	536.52		
6006 · Books-J			
Book Replacement	152.36		
6006 · Books-J - Other	3,426.21	3,500.00	-73.79
Total 6006 · Books-J	3,578.57	3,500.00	78.57
6007 · Books-A	7,057.42	6,500.00	557.42
6008 · Serials	822.26	700.00	122.26
6010 · Audio	1,387.75	2,000.00	-612.25
6012 · Equipment	361.22	500.00	-138.78



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## CUBA CIRCULATING LIBRARY

01/05/21

## Profit &amp; Loss

Accrual Basis

December 2020

	Dec 20
Ordinary Income/Expense	
Income	
4004 · Local Lib Services Aid	1,162.97
4007 · Petty Cash	
Book Replacement	15.50
Copies Income	116.30
4066 · Donation Box	21.60
Total 4007 · Petty Cash	153.40
4020 · Meeting Room Fee	100.00
4031 · Interest Income	14.41
4038 · Misc Income	1,258.85
Total Income	2,689.63
Gross Profit	2,689.63
Expense	
Technical	
6009 · Computer	14.09
Total Technical	14.09
Wilday Grant	215.92
6006 · Books-J	337.64
6007 · Books-A	701.43
6008 · Serials	22.50
6010 · Audio	159.48
6012 · Equipment	308.05
6014 · Electric	253.66
6015 · Repairs/Building & Grounds	252.00
6016 · Service	3,936.05
6018 · Phone	118.92
6021 · Library supplies	327.60
6022 · Custodial supplies	8.30
6030 · Memorials & Gifts	-364.36
6033 · Other Expense	878.00
6048 · Processing Fee	30.68
6052 · Video Games	159.76
6060 · DVD	152.87
6255 · Manley Grant expense	75.82
6560 · Payroll Expenses	
6001 · Employee Wages	11,258.52
6002 · Payroll Tax FICA Employer	1,057.83
6002.5 · Payroll Tax FICA Employee	1,695.28
6003 · Ins - Workman's Comp	1,303.00
6038 · Ira Match	749.28
6039 · Employee Contribution	129.23
6101 · SUTA	474.67
6560 · Payroll Expenses - Other	74.00
Total 6560 · Payroll Expenses	16,741.81
7021 · Membership	35.00
Total Expense	24,365.22
Net Ordinary Income	-21,675.59
Other Income/Expense	
Other Income	
4005 · United Way	2,250.00
Total Other Income	2,250.00
Net Other Income	2,250.00

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01/05/21

Accrual Basis

CUBA CIRCULATING LIBRARY

Profit & Loss

December 2020

Net Income

Dec 20

-19,425.59

and Youth Services Coordinator shall receive three (3) weeks of vacation equal to normal work week hours. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

2. Beginning after six (6) months of employment, hourly staff receives one (1) week (of their average regular work week) of vacation a year. Hourly employees earn an additional four (4) hours vacation for every additional year of employment, up to two (2) full weeks of vacation a year. Vacation must be used in the year in which it was earned, unless granted an exception by the Board.

#### C. Sick Days

Each employee will have ten (10) days of sick leave pay available at the beginning of each calendar year, except that new employees will receive pro-rated sick leave pay, accrued at a rate of one hour per every 30 hours worked, beginning at the commencement of employment until December 31 of the that calendar year of employment. Beginning January 1 of the first calendar year after employment, the new employee will be eligible for ten (10) days of sick leave. An employee's unused sick leave shall be carried over to the following calendar year, for a maximum accrual of six (6) weeks of sick leave. All sick leave will be taken pursuant to the provisions of New York Labor Law Section 196-b. An employee will not be paid for unused sick leave upon such employee's termination, resignation, retirement, or other separation for employment.

#### D. Bereavement Leave

Four (4) days of paid mourning leave is granted, equal to the number of hours an employee usually works in a week, per year. Bereavement leave is used for the death of a spouse, child, sibling, parent, grandparent or in-law of the employee.

#### E. Jury Duty

If called to jury duty, employees will be paid equal to the number of hours that employee usually works for up to one (1) week's jury duty.

#### F. Weather and Other Emergency Closings

The library will close due to weather at the discretion of the Library Director. If the library closes because of extreme weather conditions or emergency conditions, employees scheduled to work will be credited with time as if worked.

To be eligible for compensation during a time of emergency closure or reduced hours, employees must be ready, willing and able to work remotely on projects identified by library leadership during their regularly scheduled working hours, and must complete



## **Pandemic Operations Plan**

**Purpose:** This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

### **Concept of Operations**

This plan was developed for the Cuba Circulating Library in response to circumstances of the Novel Coronavirus-19 but may be applicable to other infectious disease outbreaks. The health and safety of our employees and contractors is crucial to maintaining our mission of service to the community. The safety and wellness of our patrons/community is another driving factor in all considerations of how to safely provide essential services. Guidance and information will be used from sources such as the CDC in making decisions on any changes/needs.

The Library Director of Cuba Circulating Library, their designee, or their successor holds the authority to execute and direct the implementation of this plan.

All employees and contractors will be notified by the Library Director with the necessary information and details of the changes along with updates on a regular basis. The Library Director will notify the Library Trustees of pertinent operational changes.

### **1. Essential Positions**

The Library Director and Youth Services Coordinator would be essential positions in the case of a public health emergency. The duties include but may not be limited to:

- Manage day-to-day operations of the library.
- Supervise all personnel and volunteers
- Make decisions on the extent of on-site/remote staff scheduling
- Manage internal communications about status of library operations, updates or changes to services and policies among staff and trustees.
- Manage external communications about status of library operations in media, including traditional print media and social media and ensure signage and messaging is adequately communicating information to the public.
- Communicate and coordinate directly with County Health Department, heads of town government and healthcare professionals
- Upon resolution of the public health emergency will direct the return to normal operations and any modifications necessary.



## **2. Reducing Risk through Remote Work and Staggered Shifts**

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

### **a. Remote Work Protocols**

Non-essential employees able to accomplish their functions remotely will be enabled to so at the greatest extent possible. Working remotely requires:

1. Library director will identify staff who will work remotely.
2. Library director will approve and assign remote work.
3. Staff will be provided with equipment for remote work, which may include:
  - a. Internet capable laptop
  - b. Necessary peripherals
  - c. Access to VPN and/or secure network drives
  - d. Access to software and databases necessary to perform their duties
  - e. A solution for telephone communications

The Director will work in-building as needed, working from home during the remaining hours. Library Assistants and Library Pages will work from home. All necessary office equipment will be supplied.

### **b. Staggered Shifts**

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, Cuba Circulating Library will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts may require some employees to work at times other than their usual schedule. Approval and assignment of changed work hours will come from the Library Director. Employees may be asked to move their work station to ensure social distancing.

### **c. Documentation of Work Hours and Locations**

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by Cuba Circulating Library to support contact tracing within the organization and may be shared with local public health officials. Library staff working from home will keep a record of their activities and submit this to

the director via email. The library director will keep a record of these emails and record time submitted on the employee's time card. Library staff working in the library will sign in on the employee log, noting hours worked and absence of symptoms. Contractors will also sign a log noting time in and out.

### **3. Personal Protective Equipment**

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:<sup>1</sup>

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, these supplies are included in this section as they are pertinent to protecting the health and safety of employees and contractors.

The Cuba Library will keep at least a six-month supply of PPE stocked for library use. PPE will be stored in the main office of the library. The Library Director is responsible for monitoring and maintaining the stock of PPE.

### **4. Staff Exposures**

Each employee is responsible for notifying the Director if they come into Proximate or Close Contact with someone known to be positive, or if they exhibit symptoms of the disease. Each employee signs the log every day they enter the building, verifying that they are not exhibiting symptoms. There is also a daily log for disinfecting the entire public parts of the building.

Employees who are exposed or test positive can choose to use paid vacation or sick leave to quarantine. Alternately, employees may get compensation for the duration of their quarantine through the library's Paid Family Leave and Disability Benefits. Employees who are able to work remotely during quarantine do not qualify for these benefits. In order to work remotely, employees must provide the library with an "Order to Isolate" from the Health Department." The person or persons who quarantines will be asked to provide proof of a negative test or "Release from Isolation" letter from the Health Department before being permitted to return to the building. Employees are guaranteed job protection for the duration of the quarantine order.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.



## **5. Cleaning and Disinfecting**

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
  - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
2. The Library Custodian is responsible for disinfecting all areas of the library before we open each day. Front desk staff will clean common areas after each use by a patron. Common areas include but are not limited to computer labs, front desk, tables, and chairs.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

## **6. Employee and Contractor Leave**

Public health emergencies are extenuating and unanticipated circumstances in which Cuba Circulating Library is committed to reducing the burden on our employees and contractors.

It is our policy that employees of Cuba Circulating Library will not be charged with leave time for testing. Cuba Circulating Library staff may use their available paid sick leave if the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to federal, state, or local orders or advice of a healthcare provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to the public health emergency, and/or the employee is experiencing a substantially similar condition as specified by the CDC/public health officials. This provision may be modified if an employee is able to effectively work remotely and the need exists for them to do so. If an employee has no paid sick leave available for use, compensation is available through the library's Paid Family Leave and Disability. Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the library, and as such are not provided with paid leave time, unless required by law.

## **7. Housing for Essential Employees N/A**

Adopted by Cuba Library Board of Trustees:

## **Cuba Circulating Library**

### **CONFLICT OF INTEREST POLICY**

**PURPOSE:** The purpose of a conflict of interest policy is to protect the interests of the Cuba Circulating Library when contemplating entering into a transaction or arrangement that might benefit the private interest of a trustee or employee of the library. This policy is intended to supplement any applicable state or federal laws governing conflict of interest applicable to nonprofit organizations.

**POLICY:** Occasionally certain activities of the Cuba Circulating Library may pose a conflict of interest between a trustee or employee's business or personal affiliations and his/her participation in library affairs. Such activities include but are not limited to financial interest, hiring of library employees, selection of recipients of awards, or choice of vendor services. When such an activity becomes relevant to any subject requiring action by the Board of Trustees, the trustee or employee having the conflict shall state briefly the nature of the conflict and will not vote on the specific subject. The minutes of the meeting will show that a disclosure was made and that the individual stating the conflict of interest was not present during discussion and abstained from voting.

No trustee, administrator or any member of their respective families or households shall accept gifts, gratuities or favors of any kind from any person, firm or corporation doing business with, or seeking to do business with the Cuba Circulating Library which could reasonably be expected to influence his or her actions affecting the Cuba Circulating Library.

A signed copy of the Conflict of Interest Policy will be kept on file for every trustee and library employee.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

App: September 10, 2007

Rev: March 8, 2010; Dec. 14, 2020



# Cuba Library Director's Monthly Report

January 2021

	January 2021	Dec. 2020	January 2020	January 2019	January 2018
Circulation	2227 (adult 1290) (J/YA 937)	2090 (adult 1370) (J/YA 720)	3164 (adult-1973) (Juv/YA-1191)	2793 (adult – 1782) (Juv/YA— 1011)	3091 (adult – 1796) (Juv/YA-1279)
Holds Filled	436	322	452	503	
New Library Cards	5	2	18	10	
Overdrive (eBooks)		468 downloads	309 downloads	308 downloads	
RB Digital (eMagazines)		28 downloads	23 downloads	39 downloads	
Wifi Use	219	232	171		
Visits to website	695	645			

We have been selected to receive a grant from the American Library Association—Libraries Transform Communities. It is specifically for small and rural libraries, and we were selected from among over 300 applicants. The grant will fund a community read of “Heartland: a memoir of working hard and being broke in the richest country on earth” by Sarah Smarsh. The grant funds of \$3000 will cover the purchase 20 copies of the book, five Verizon hotspots and annual service, and staff time to run the program. I’m also required to participate in a number of webinars and online training, to learn how better to facilitate community conversations. I plan to work closely with Suzanne Krull, the director of the Cuba Cultural Center, as I develop this program. I plan to hold the community read towards the end of March.

On Jan. 11 I attended a meeting of the STLS Digital Advisory Board. This year, STLS has given me \$1462 to spend on e-books/e-audiobooks, in addition to the \$2930 that we plan for in our own budget. STLS has requested that 20% of our monthly purchase be e-books/e-audiobooks that highlight diversity, whether by author or subject. In an effort to meet patron demand, they have also requested that we purchase at a ratio of 55% e-books and 45% e-audiobooks.

On Jan. 12, Faith and I attended a webinar on Effective Board Meetings. On Jan. 13 I attended a meeting on the new sick leave laws for NYS. On Jan. 20 I attended an STLS meeting on this year’s advocacy efforts. Since we can’t go to Albany and advocate in person, STLS has asked us to share four videos they’ve made via our library’s social media, tagging our representatives when we post and using the hashtag #librariesadapt. This gave us the idea of creating a video that highlights the work we’ve done here at the local level to adapt over the past year. Cherilyn and I are working together to put this video together, and we hope to have it finished by the end of February. We plan to share it with local organizations, as part of our annual report to the community.

On Jan. 27 we hosted an online author's chat with Tom Taylor and Dave Crowley. They talked about their new book, "102 Years of Local History: A Collection of Advertisements from the Cuba Patriot and Free Press from Pandemic to Pandemic, 1918-2020." The program was very well attended, with 31 participants signing on to listen. We recorded the program and posted it to the library's YouTube and Facebook pages.

## **Youth Services Monthly Report: January 2021**

### **Virtual Programs**

We collaborated with several Allegany County libraries to provide a Picture Book Bracket. Different library staff around the county read 16 favorite books. These books were pitted against each other and children and their families could vote on their favorites. Tina and I both read several of these books. It was a great opportunity to collaborate instead of compete with other libraries and their programs. The winner will be announced in early February.

### **Outreach**

I joined Mrs. Klotz's Pre-K classes for a brief storytime. She has four groups due to COVID restrictions and I was online with all of them. I read two stories and just popped in to say hi. They have the computer hooked to their smartboard screens so the children can see the books really well that way and I connected our DSLR Camera to the computer to improve the quality of video I was sending to them. We will be doing this monthly going forward and I would also love to do this for other teaches if they are interested.

### **Upcoming Programs**

Mike Morton will be at our library on February 2<sup>nd</sup> for Groundhog Day, bringing his hedgehog and prairie dog. This will be live streamed to our Facebook page with an edited version posted later in the week.

Mike will also be joining us in March for Read Across America Day. He will bring his chickens and read Green Eggs and Ham. This will be another live streamed to Facebook program.

I am in the process of recruiting community helpers to record stories to post throughout the month of March to increase community involvement in our online programs.

I am collaborating with several libraries in the system to create a "Virtual Chess Club" for children and teens in the system's coverage area. I know we have had some interest from our patrons in the past but I don't think we would have enough participation from just the Cuba area so expanding it just makes sense. Chess.com has a subsidiary primarily for kids that will be the platform we use once we get going. It has security functions to minimize anything inappropriate happening as well as the ability to moderate many of the activities. This will begin in February sometime. We are still working out many of the details.



# Cuba Circulating Library

## Long Range Plan

### Education and Outreach

### Lead

### Target Date

### Progress

### Completion Date

**Goal:** The collection of the Cuba Library is the core service upon which the library is built. The library will grow the collection and increase overall usage of the collection.

Strive to increase the collection budget

Director

annually

Collection budget was not increased in 2021. Due to the COVID pandemic, we have seen a 41% decrease in circulation. There was not a need to increase the circulation budget at this time.

Increase the collection budget through seeking supplemental funding from grants, local groups and memorials/honor donations

Director

ongoing

In 2020 we received the following grants and donations:

- Arts Grant: \$4995
- Manley Grant: \$550
- Census Funding: \$1200
- United Way Grant \$4500
- Friends of the Cuba Library Grants \$6000
- PPP Loan \$26,600
- Humanities NY \$500
- PLA Grant: 5 hotspots, Wi-Fi hub, and labor for installation
- Total: \$44,435



Goal: Maintain level of programs while increasing programs to underserved populations			
Adult literacy programs will increase by 10% through partnership with the Cultural Center and Literacy West	Programming committee	in 2020	
			Due to the pandemic, in-person programming was suspended in mid-March. Although we have been able to hold some virtual programming, adult literacy classes would most useful if held in-person. Director did meet with Cuba Cultural Center director at the beginning of 2020 to start working on this project, but it has been put on pause for now.
Maintain current children's programs including toddler and pre-school story times, after school story times, tween, and teen and other underserved populations	Director and Youth Coordinator	in 2020	<p>In Jan and Feb, we collaborated with an area homeschool co-op to allow them use of the community room. We received an Arts Grant to fund art classes specifically for the homeschool community. Unfortunately, we have not held the classes yet, but the funding is still available for when we are able to resume in-person programming.</p> <p>Although we could not hold in-person storytimes, we filmed over 70 videos this year in order to provide virtual programming to our patrons. These videos included activities such as storytimes, STEAM activities, crafts, and "What's New" book talks.</p> <p>Programs totals:</p> <ul style="list-style-type: none"> <li>• Adult programs: 89</li> <li>• Young Adult: 9</li> <li>• Childrens: 72</li> <li>• Multi-age: 18</li> <li>• One-on-one: 65 (this includes Take and Make crafts)</li> </ul>

Goal: Actively and effectively cooperate with other libraries, local institutions, businesses and organizations to provide broader service to the community				
Maintain and grow partnerships with a variety of organizations	Staff, Trustees	ongoing		
			<p>Although we were not able to attend in person events, we did reach out to partner with a variety of organizations. For Summer Reading, we put together literacy kits to hand out to children in the community. We gave kits out through Head Start, CRCS summer school, the Cuba Baptist Church, and the Cuba Cultural Center. In total, we handed out over 200 bags and 850 books.</p> <p>During the shutdown, we collaborated with the Olean Public Library for our weekly Short Story Book Club. We also helped with a social media campaign for Allegany Libraries, giving patrons the chance to win prizes if they shared why they loved their library.</p> <p>Our Youth Services Coordinator worked with Main Street businesses to organize a Story Walk, from Oct. 30-Nov. 25. For the business Story Walk, we used "I Went Walking". We also shared a Story Walk, "Cat's Colors," on the Greenway Trail.</p>	
Provide robust educational programming for both individuals and businesses	Director	ongoing	<p>We held a few virtual Go To Meeting educational programs, including Suffragists in Allegany County, Susan B. Anthony reenactor, and 102 Years of Cuba History. Both book clubs continued to meet online throughout the year. During the shutdown, we held a weekly Short Story Book Club. During our Summer Reading Program, we had 103 people register who read a total of 16,989 minutes. We also filmed and produced 47 virtual programs during the Summer Reading program.</p>	

Community Space		Lead	Target Date	Progress	Completion Date
<b>Goal: To maintain the physical integrity and historic value while incorporating a well-functioning and energy efficient building that is welcoming and accessible to all</b>					
Have in place an adequate number of electrical and USB outlets	Bldg. & Grounds	by 6/2021	N/A		
Have an inspiring, inviting space where all may learn and enjoy	Special Committee/TBA	5-10 years	So far, \$3400 in memorial donations has been set aside for the Children's Section project. Director made inquiries with two different organizations who provided sketch up ideas for the section, but neither of them were what we had in mind (too institutional, not childlike enough). Director researched possibility of a tree, and learned that this type of fixture would need to be made at a local level by an artist.		
Have in place a schedule for all necessary building maintenance	Bldg. & Grounds, Director	in 2020			Sept. 2020
Increase tween/teen use of library and computers, explore use of space	Director and special committee	10 years	N/A		
Resources		Lead	Target Date	Progress	Completion Date
<b>Staff</b>					
<b>Goal: Hire and maintain a staff that implements library procedures and services in the allotted scheduled time frame</b>					
Create an assessment tool for staff capacity	Director, Personnel Committee	in 2020	N/A		
Use the staff capacity tool	Director	annually	N/A		
Use staff evaluation tool as a means to measure adequate training and education	Director	annually	All staff attended many hours of online training this year, particularly during the shutdown while we were working from home. It should be noted that all staff learned new tech skills this year, moving well beyond our normal comfort zones.		

## Funding

### Goal: Maintain current assets and increase funding streams

Create a balanced, realistic budget	Director, Finance Committee	annually	Completed. Budget was not increased from 2020 to 2021. This was largely in consideration to the members of our community and the economic impact of the pandemic.	
Grant research and grant writing	Director, Youth Coordinator	annually	See above	
Promote the library as a worthy recipient of gifts/endowments	Director, Trustees	1 - 2 times year	N/A	
The library will host fundraiser events as planned by joint venture with the Friends of the Library	Director, Trustees, Friends	as needed	We received \$7,359 in memorial donations. Director worked with Friends of Cuba Library to hold two fundraisers during the shutdown: Sidewalk Book Sale for Cuba Garlic Festival, and Purple Chair Auction. Director held Facebook Fundraiser in conjunction with Giving Tuesday, raising \$475. Library website Memorial Donation page updated to include a button for PayPal donations. We created an account through Tee Spring to sell library merchandise. The library earns a profit of approximately \$4 per item sold.	



Technology				
Goal: Maintain current technology devices and proactively implement upgrades and services				
Develop assessment tool for technology	Technology Committee, Director	in 2020	Director is working with IT Consultant to develop this timeline.	
When compared to previous year, technology education will show an increase	Director	starting in 2020, annually	<p>We started a series of adult education programs for computer basics. Unfortunately we were only able to hold 2 sessions before we had to shutdown for the pandemic. We were able to hold a total of 56 one-on-one tutoring sessions. This is a decrease of 43%. We only allowed for one-on-one tutoring for about half the year, given the nature of the pandemic</p>	
The level of technology available at the library is evaluated	Director, Technology Committee	annually	<p>Through the Manley Grant, we were able to add several new pieces of technology to the library this year. We have a mobile media lab, including a laptop and software for editing video footage, a DSLR camera, microphones, tripods, and lights.</p> <p>We install an additional Wi-Fi hub on the west outside of the library. This hub extends our Wi-Fi signal by 300 feet. We also promoted the use of the five Wi-Fi hotspots which were added to circulation at the end of 2019. The hotspots have circulated 117 times.</p>	

# From the newly adopted "Cuba Comprehensive Plan"

## Joint effort between the Town + Village

- Promote Native American History of Cuba and the region, and encourage education on the historic oil spring.
- Work with the Cuba Circulating Library to create a virtual program for locals to learn about Cuba's history.
- Encourage the elementary school to incorporate more local history into their curriculum.
- Continue to support and engage in programs through Allegany County History Awareness Week.
- Research and encourage additional historic sites; work with the Landmark Society of Western New York to assist with the designation, preservation, and renovation where applicable.
- Encourage the use of available grants or programs at ACCORD through promotion and local home improvement or municipal buildings.
- Designate an area for the development of senior housing and promote it to local or regional developers that understand the need for housing in our area.
- Help local organizations promote their projects related to community improvement.
- Consider the rehabilitation of existing structures in Cuba for housing needs.
- Inventory blighted, vacant properties and provide the list to the Allegany County Landbank (and other similar entities) for potential rehabilitation or demolition projects.
- Participate in a housing study to identify housing needs and trends in the area.
  - Assess specialty housing needs and determine a solution for those in need.
- Support applications for grants through state, federal, and private foundations to help offset the needs of the Fire and Ambulance departments when needed.
- Consider a plan to strategically replace emergency response vehicles in both the Fire, Ambulance, and Police departments on a rolling basis to lower costs of operations and maintenance long-term.
- Continue to support agricultural businesses in the area and coordinate with Cornell Cooperative Extension for agricultural-related items when needed.
- Expand the Cuba library with an addition of genealogy and local native American history section.
- Acquire additional property for the purpose of expanding the library.