

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, February 8, 2021

This meeting was via Go To Meeting

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

Absent: Lin Assink

Also Present: Tina Dalton

Call to Order: The meeting was called to order by Faith Stewart at 5:30 PM

Public Comment: None

Friends Report: None

Minutes of Previous Meeting: Marsha Long moved to accept the Minutes of the Annual Meeting. The motion was seconded by Brad Weaver, and the motion was passed. Lynn Fulmer moved to accept the Minutes of the January meeting. Brad Weaver seconded the motion, and the motion passed.

Treasurer's Report: Gary Enderle presented Profit and Loss statements from December 2020, and the Profit and Loss Budget vs. Actual statement from January through December 2020. No one had any questions. A motion was made by Gary Enderle to accept the reports. Lynn Fulmer seconded the motion, and the motion passed.

Committee Reports:

Finance: Gary Enderle presented his report on our investments. He did state that the reports do not include the withdrawal of the \$8,740.18 Endowment account and the \$1,000 from the book fund, which were recently made.

Tina also indicated that the firm we selected to do our audits is beginning its annual review of last year, and should have a report to us soon. This is not a full audit but an annual review.

Building and Grounds: Tina indicated that there is a problem with the HVAC and we will need a new motor for \$1,400. She is contracting with Anderson Shortell to replace the motor. Lynn Fulmer pointed out that we had at least one new belt just installed, and she thinks there may have been two. So she and Tina will be talking about that issue with the contractor.

Personnel: All is well per Tina. See below regarding change in Personnel Policy.

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

Planning: Marsha indicated that the Planning Committee met and she then presented and reviewed the Pandemic Operations Plan. After some discussion, Gary Enderle moved to accept the Plan. Sharry Semans seconded the motion, and the motion was passed.

Marsha also presented an update to the Long Range Plan, explaining that some of our goals had already been met.

Marsha also indicated the Committee had talked about updating the children's area. We do have about \$3,200 in donations and funds to put toward the remodel. There was discussion about hiring local artists to assist in making a tree, and all Trustees were asked to think about possible artists in the area. The project is on hold at the moment. (As a reminder, a Committee was established in our February 10, 2020 meeting, which includes Sara Talbot, Marsha Long, Tracy Knavel, Lynn Fulmer, Sharry Semans, Tina Dalton, Cherilyn Wise, and Christine Berardi.)

There was also some discussion regarding the upcoming 150 year anniversary of the Library. See below for details.

Programs: Sara Talbot indicated that the Committee would be meeting in the near future.

Technology: Tracy Knavel said the 3D printer is not fixable, and we will be getting rid of it for parts. A meeting will be scheduled with the committee in the near future.

Tina indicated that back up storage of our files in the cloud has now been implemented.

Nominating Committee: No report.

Lynn Fulmer, as Correspondence Secretary, indicated we had a received a very nice thank you note from the employees for our Christmas present.

Unfinished Business:

1. **Insurance:** Sharry indicated there has been no movement, and she is still waiting to hear from Lee James.
2. **HVAC Service Plan:** Tina stated that per our discussion of last month regarding a maintenance contract for the HVAC and the hot water heater, Anderson Shortell would include flushing the hot water heater as part of the annual maintenance fee. The maintenance contract which will cost approximately \$470 per year has been approved.

New Business:

1. **Personnel Policy:** New York State implemented a new sick leave policy, effective September 20, 2020. The change between our current sick leave policy and the State's requirements is the fact that we did not allow accrual of sick leave from year to year. Accordingly, we rewrote our sick leave policy to include the requirements of the State, and even went over the requirements of the State. Faith discussed the reasoning for this, which is basically that we want to make sure our employees have a cushion in case any employee would be facing a hardship situation. A motion was made by Lynn Fulmer to accept the new Sick Leave Policy. Brad Weaver seconded the motion, and the motion passed.
2. **150 Year Celebration:** There was a lot of discussion regarding possible plans and events for this celebration. A Committee was selected, as follows:

Marsha Long – Chair
Tracy Knavel
Brad Weaver
Wendy Sprague
Lynn Fulmer
Cherilyn Wise
Tina Dalton
Sharry Semans

There was also discussion about adding some local people to assist, perhaps members of the Chamber of Commerce, other community leaders, and community residents. These issues will be discussed further at the first Committee meeting. Marsha will schedule something in the near future.

3. **STLS Direct Access Plan:** Per Faith, she hopes everyone will read it, and send any comments or feedback directly to STLS by March 26, 2021.
4. **Conflict of Interest Policy:** Everyone has to sign and return the document to Tina.

Director's Report: Tina discussed the highlights of the report. She indicated that in-house circulation and ebooks have gone up. We received an ALA grant for a community reading project, and also 5 new hotspots. Tina is getting the hotspots through Verizon which will hopefully open up more areas where the hotspots can be used. She is working with Suzanne Krull on the community read project, which includes reading a discussing a book entitled "Heartland: a memoir of working hard and being broke in the richest country on earth" of which 20 copies were provided per the ALA grant. She is hoping to hold the discussion at the end of March.

Tina also indicated that she and Cherilyn are working on a way to present the Annual Report as a video as well as a print copy.

Tina also indicated that she had attended a meeting of the town and village wherein the town and village Boards adopted a Comprehensive Plan. Tina was surprised to see the Plan had included things such as expanding the Library's history section, acquiring additional property for the purpose of expanding the Library, etc. We were all a bit surprised, as no one had informed the Library beforehand. Tina will be keep us posted.

Executive Session: Faith asked that we move into Executive Session to discuss a personnel issue. Brad Weaver left the meeting. Marsha Long moved to go into Executive Session, and Sara Talbot seconded the motion. We moved into Executive Session at 6:21 PM. After discussion, Gary Enderle moved to come out of Executive Session and Tracy Knavel seconded the motion. We closed Executive Session at 6:23 PM.

Gary Enderle made a motion to adjourn the meeting at 6:34 PM, and Lynn seconded it. Passed

Respectfully submitted:

Sharry Semans, Secretary