

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, March 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 Lin Assink

Absent: Sharry Semans

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: Trisia Young, reported Heather Forness Thomas has resigned from the Friends organization. The President position is currently vacant. An annual meeting is scheduled on April 6, 2021 via Go To Meeting and in person. At the April meeting, new officers will be elected, and library employee Janet Rhodes will be recognized for her 40 years of service.

Minutes of Previous Meeting: Discussion was had regarding the maintenance contract with Anderson Shortell as stated in the minutes of the February meeting. Lynn Fulmer moved to accept the Minutes of the February meeting, as amended to indicate the Anderson Shortell maintenance agreement has been approved. Wendy Sprague seconded the motion, and the motion passed.

Treasurer's Report: Gary Enderle presented Profit and Loss statement from February 2021, and the Profit and Loss Budget vs. Actual statement from January 1 through March 2, 2021. No one had any questions. A motion was made by Brad Weaver to accept the reports. Lynn Fulmer seconded the motion, and the motion passed.

Committee Reports:

Finance: Gary Enderle presented his report on our investments. All of the investments have increased. He did state that \$22,000.00 will be withdrawn from the endowment account as payment for the new elevator, near the end of March.

Building and Grounds: Lynn Fulmer reported the HVAC system is still making noise after the \$1,400.00 new motor and numerous belt repairs. She will continue to work with the contractors Anderson Shortell and Nick Shembeda to remedy the noise.

Personnel: Per Tina Dalton, nothing to report

Acquisitions/Gallery: Lynn Fulmer reported a frame for the new Cuba print will be made the week following the meeting. Tina Dalton reported a new display is hanging in the community room displaying historic buildings of the area.

Planning: Marsha Long reported nothing new since the February meeting has taken place. She did note she will be working to update the long range plan to include virtual local history, genealogy, and Native American history programs

Programs: Sara Talbot reported the committee met on February 25, 2021. The committee presented a wide array of future program ideas for children through adult patrons. Programs will be scheduled in person, outdoors and virtual throughout the year depending on the everchanging state and local health regulations for gatherings.

Technology: Tracy Knavel reported the 3D printer was not an interest for school use. Tina Dalton reported a patron acquired the 3D printer. A meeting will be scheduled with the committee in the near future.

Nominating Committee: No report.

Unfinished Business:

1. **Board of Directors' Liability Insurance:** Tina Dalton reported Hartford has better coverage than Utica and that Lee James is looking into the potential cost change for coverage from 2 million to 4 million. No firm change will be made until October for Workman's Compensation, at the time of renewal.
2. **HVAC Service Plan:** Tina Dalton discussed the pros and cons of working with both Anderson Shortell and Nick Shembeda. It was concluded Shembeda's would be used in the future. Lynn Fulmer questioned if a service plan would be needed. Tina Dalton will be asking for Nick Shembeda to clarify and potentially change the language on Shembeda's contract from household to business. The agreement with Anderson Shortell was previously on a one year trial. A motion was made by Tom Donahue to retract the February 2021 meeting motion. Lynn Fulmer seconded the motion, and the motion was passed. A second motion was made by Lin Assink that a service contract be sought from Nick Shembeda. Lynn Fulmer seconded the motion, and the motion as passed.
3. **150th anniversary celebration:** Marsha Long and Lynn Fulmer are co-chairing the event planning committee. They are seeking support, ideas and resources from key community members. The names of Connie Doyle, Dave Crowley and Friends of the Library member Pat Ash were mentioned. A meeting is scheduled for March 22, 2021 at 4pm to form sub-committees. Marsha Long read a list of potential monthly celebration ideas.

New Business:

1. **In Person Meetings (not noted on the monthly agenda):** Faith Stewart initiated the conversation of resuming in person meetings for the board and programs. Sara Talbot reminded the board the construction of the new elevator must be kept in mind when scheduling events. It was concluded, if protocols are followed, the majority of board members are in favor of in person gatherings.
2. **Job Descriptions:** Tina Dalton and Faith Stewart partook in a webinar which sparked review of job descriptions of library employees currently on file. Board approval was needed for minor changes. A motion was made by Gary Enderle to accept all job descriptions, as revised. Marsha Long seconded the motion, and the motion was passed.

3. **New Employee (not noted on the monthly agenda):** A motion was made by Lynn Fulmer to hire Kahlin Weaver as groundskeeper. Gary Enderle seconded the motion, and the motion was passed.
4. **Director's Evaluation:** Tina Dalton and Faith Stewart attended a webinar which suggested an in depth Director's evaluation based on four specific criteria: a) job description; b) evaluation policies; c) full board members reports; d) goals for director and report specifications. In July, Tina Dalton's hiring month, the personnel committee will be finalizing the new evaluation specifications.
5. **DVD Circulation:** At the guidance of STLS the board discussed changing the amount of DVD's to be borrowed at one time and the length of time such are borrowed. A motion was made by Brad Weaver to change the maximum amount of DVD's to be borrowed at one time from 5 to 10 and to change the duration of borrowing from 7 days to 14 days. Sara Talbot seconded the motion, and the motion was passed.
6. **Annual Report:** Many compliments were given to the library staff for adjusting all services throughout the last year. All changes were well written and displayed on the Annual Report which will be bound and distributed to the associated community boards, as applicable. A motion to approve the annual report was made by Lynn Fulmer. Gary Enderle seconded the motion, and the motion passed.
7. **Order of New Business (not noted on the monthly agenda):** Discussion was started by Faith Stewart indicating the Director's report holds much more importance than being near the end of each meeting. It was concluded Tina will present her report before the committee reports during future meetings.

Director's Report: Tina discussed the highlights of the report. She indicated that in-house circulation and ebooks have gone up. Winter reading participation was deemed a good turnout. All hotspots are available for borrowing, bringing the total up to 10. She reported book supplier Baker and Taylor will no longer be used yet Ingram will be as they have been cost saving and a quicker turnaround time. On behalf of Cherilyn Wise, Tina reported a great turnout for virtual attendance on the Mike Morton animal presentation, which included 9 classrooms. Cherilyn has had more involvement virtually reading to school classrooms. She has also been in discussion with Greenway Trail officials about installing a permanent StoryWalk.

Lynn Fulmer made a motion to adjourn the meeting at 6:40 PM, Gary Enderle seconded the motion. All were in favor.

Respectfully submitted:

Sara Talbot, Substitute Secretary