

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 149 Years!

Monday, April 12, 2021
5:30pm

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of March's Meeting
5. Treasurer's Report/Profit and Loss Report
6. Director's Report
7. Committee Reports
 - i. Finance
 - ii. Bldgs/Grounds
 - iii. Personnel
 - iv. Acquisitions/Gallery
 - v. Planning
 - vi. Programs
 - vii. Technology
 - viii. Nominating Committee
8. Unfinished Business
 - i. 150th anniversary celebration
 - ii. Director's Evaluation
9. New business
 - i. STLS Direct Access Plan
 - ii. Overhang drip
 - iii. Personnel Policy
 - iv. Annual Financial Review
10. Adjournment

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 He did state that \$22,000.00 will be withdrawn from the endowment account as payment for the new elevator, near the end of March.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 Native American history programs, awareness, etc. for library patrons.

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

10:08 AM
 04/01/21
 Accrual Basis

CUBA CIRCULATING LIBRARY
Profit & Loss
 March 2021

	Mar 21
Ordinary Income/Expense	
Income	
4007 - Petty Cash	
Arts	35.00
Copies Income	175.30
Fines	5.80
4066 - Donation Box	11.15
Total 4007 - Petty Cash	227.25
4017 - Memorials/Gifts	1,019.51
4032 - Dividend Income	5.52
4038 - Misc Income	59.76
Total Income	1,312.04
Gross Profit	1,312.04
Expense	
Arts Grant Expense	250.00
Cash Grants	
ALA Grant	427.78
Total Cash Grants	427.78
PPE	390.34
Services	
Payroll Processing	146.55
Total Services	146.55
6006 - Books-J	219.96
6007 - Books-A	365.98
6008 - Serials	169.50
6010 - Audio	163.84
6014 - Electric	570.26
6015 - Repairs/Building & Grou...	1,403.00
6016 - Service	682.81
6018 - Phone	119.79
6021 - Library supplies	128.99
6022 - Custodial supplies	5.97
6030 - Memorials & Gifts	441.28
6048 - Processing Fee	43.49
6051 - Adult Programming	42.06
6052 - Video Games	164.67
6060 - DVD	32.98
6560 - Payroll Expenses	
Payroll Tax	1,839.80
6001 - Employee Wages	8,843.42
6038 - Ira Match	883.67
6101 - SUTA	168.00
Total 6560 - Payroll Expenses	11,734.89
7021 - Membership	75.00
Total Expense	17,579.14
Net Ordinary Income	-16,267.10
Net Income	-16,267.10

Anderson Shortell HVAC

CUBA CIRCULATING LIBRARY
Profit & Loss Budget vs. Actual
 January through March 2021

	Jan - Mar 21	Budget	% of Budget
Ordinary Income/Expense			
Income			
Adams Memorial	0.00	1,000.00	0.0%
Budget Carryover	0.00	34,470.82	0.0%
Dept For Youth Grant Income	0.00	1,295.00	0.0%
Morgan Stanley			
Endowment Fund	0.00	8,740.18	0.0%
Total Morgan Stanley	8,740.18	8,740.18	100.0%
4001 · Town Income	0.00	19,000.00	0.0%
4002 · Village Income	4,750.00	19,000.00	25.0%
4003 · School Income	0.00	130,468.00	0.0%
4004 · Local Lib Services Aid	0.00	1,657.00	0.0%
4007 · Petty Cash			
Copies Income	312.80	2,200.00	14.2%
Fines	12.60	0.00	100.0%
4066 · Donation Box	37.90	500.00	7.6%
Total 4007 · Petty Cash	474.30	2,700.00	17.6%
4012 · Friends	0.00	2,000.00	0.0%
4020 · Meeting Room Fee	100.00	1,125.00	8.9%
4038 · Misc Income	276.14	400.00	69.0%
Total Income	20,395.24	221,856.00	9.2%
Gross Profit	20,395.24	221,856.00	9.2%
Expense			
Childrens Programming	0.00	1,000.00	0.0%
Personal Protection Supplies	0.00	2,500.00	0.0%
Services			
Argentieries	0.00	384.00	0.0%
Austin Security	0.00	798.90	0.0%
Bookkeeper	0.00	3,600.00	0.0%
Copier Acme	0.00	315.00	0.0%
Elevater	0.00	1,255.00	0.0%
Fire Extinguishers	0.00	56.00	0.0%
Lawn Care / Snow Removal	0.00	500.00	0.0%
Mobile Beacon	0.00	600.00	0.0%
Parking Lot Maint	0.00	250.00	0.0%
Patriot Microfilm	0.00	335.00	0.0%
Payroll Processing	146.55	1,200.00	12.2%
Rug Shampoos	0.00	250.00	0.0%
Water Softener	0.00	144.00	0.0%
Window Cleaner	0.00	450.00	0.0%
6009 · Computer Tech	0.00	500.00	0.0%
Total Services	146.55	10,637.90	1.4%
6006 · Books-J	877.73	3,500.00	25.1%
6007 · Books-A	1,121.62	6,500.00	17.3%
6008 · Serials	643.50	500.00	128.7%
6010 · Audio	760.49	2,000.00	38.0%
6013 · Fuel	0.00	3,000.00	0.0%
6014 · Electric	2,748.00	4,100.00	67.0%
6015 · Repairs/Building & Grounds	1,715.45	2,500.00	68.6%
6017 · Ins - Property	5,830.72	5,600.00	104.1%
6018 · Phone	119.79	1,500.00	8.0%
6020 · Postage	0.00	400.00	0.0%
6021 · Library supplies			
Library Equipment	0.00	500.00	0.0%
6021 · Library supplies - Other	128.99	2,800.00	4.6%
Total 6021 · Library supplies	128.99	3,300.00	3.9%

CUBA CIRCULATING LIBRARY
Profit & Loss Budget vs. Actual
 January through March 2021

	Jan - Mar 21	Budget	% of Budget
6022 · Custodial supplies	5.97	900.00	0.7%
6023 · Travel	24.30	1,500.00	1.6%
6024 · Bank fees	0.00	200.00	0.0%
6025 · Train/conference	0.00	750.00	0.0%
6026 · Discretionary Fund	0.00	500.00	0.0%
6029 · Health Insurance	0.00	500.00	0.0%
6031 · Extended Broadband	450.00	1,800.00	25.0%
6043 · Miscellaneous Exp/Discretio...	0.36	500.00	0.1%
6048 · Processing Fee	105.70	325.00	32.5%
6050 · Advertisement	0.00	200.00	0.0%
6051 · Adult Programming	42.06	1,000.00	4.2%
6052 · Video Games	164.67	1,000.00	16.5%
6053 · Digital Books	0.00	2,930.00	0.0%
6060 · DVD	32.98	2,900.00	1.1%
6099 · STLS cost share	0.00	10,218.00	0.0%
6560 · Payroll Expenses			
NYS Reemployment	0.00	2,400.00	0.0%
6002 · Payroll Tax FICA Employer	0.00	9,558.00	0.0%
6003 · Ins - Workman's Comp	0.00	1,130.00	0.0%
6005 · Ins - Disability	1,006.08	420.00	239.5%
6038 · Ira Match	2,593.01	3,250.00	79.8%
6560 · Payroll Expenses - Other	1,828.13	124,945.00	1.5%
Total 6560 · Payroll Expenses	35,294.76	141,703.00	24.9%
6563 · Audit	0.00	2,500.00	0.0%
Total Expense	55,805.91	216,463.90	25.8%
Net Ordinary Income	-35,410.67	5,392.10	-656.7%
Other Income/Expense			
Other Income			
4005 · United Way	0.00	600.00	0.0%
Total Other Income	0.00	600.00	0.0%
Net Other Income	0.00	600.00	0.0%
Net Income	-35,410.67	5,992.10	-591.0%

Cuba Library Director's Monthly Report

March 2021

	March 2021	Feb. 2021	March 2020	March 2019	March 2018
Circulation	2400 (adult 1390) (J/YA 1010)	2313 (adult 1306) (J/YA 1007)	1703 (adult 1013) (J/YA 690)	2793 (adult 1741) (J/YA 1052)	3288 (adult 1764) (J/YA 1515)
Holds Filled	436	361	194	453	
New Library Cards	11	5	15	15	
Overdrive (eBooks)		414	416	267	
Wifi Use	212	206	180	170	
Visits to website	739	507	806		

Upcoming Programs

April 7 @ 7:00 p.m.	PJ Storytime	Go To Meeting
April 15 @ 7:00 p.m.	Charity & Justice Discussion	Go To Meeting
April 22 @ 3:15 p.m.	Earthday Storytime & Craft	Greenway Trail
April 28 @ 6:30 p.m.	Succulent craft	Library Community Rm

Libraries Transforming Communities Grant: On March 24, we held a virtual discussion of the book "Heartland." We had a good turnout for this discussion, with 13 participants. The grant also funded the addition of five Verizon hotspots, which have been added to the collection. On April 15, we will follow up the book discussion with another virtual conversation, focusing on the pandemic's effect on the people of Cuba, as well as what we as a community can do to help those in poverty. Suzanne Krull, director of the Cuba Cultural Center, will lead the discussion.

Alfred STAR program: Cherilyn and I met with a student from Alfred to learn about the STAR program. STAR allows Alfred architectural and design students to collaborate with area organizations to create mock-ups for projects. Although this meeting was to get the library's input about the Greenway project, it did lead to an opportunity for the library to take advantage of this service. I spoke with Professor Elizabeth Parker, and next semester her Interior Design Studio 1 class will design the library's children department as their final project, complete with a presentation of ideas. We are very excited to collaborate with Alfred students on this project, and to see what ideas they come up with.

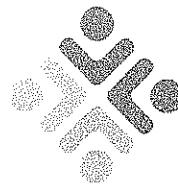
Dairy Days: I'm participating on the Dairy Days committee. The library will sponsor Mike Morton's petting zoo on Saturday, June 19. He will be set up in front of the library, as the street will be blocked off. The Chamber of Commerce sponsored craft booth will also be set up near the library.

COVID 19: All staff have either received their first dose of the vaccine, or have been fully vaccinated. Although we cannot legally require this of our staff, I do appreciate that we have staff members who recognize the importance of the vaccine and have voluntarily opted to take it. STLS has reduced the length of time we are required to quarantine materials. Beginning April 12, all library materials will be quarantined for a 24-hour period. This will greatly speed up the wait time on materials, and I believe our patrons will appreciate the change.

Allegany Area Foundation Grant: We received a grant from the Allegany Area Foundation to get two StoryWalk books printed on corrugated plastic signs. This is the first step in our effort to get a permanent StoryWalk installation along the Greenway trail. It is a long-term project, and will require a lot of collaboration with NYS, as the trail is a state park. However, we are excited to get this first step underway.

Annual Report & Budget Presentations: In April, I will attend area board meetings to present the library's annual report and budget requests. It is a requirement of NYS that public libraries share their progress towards their strategic plan with the public, as well as their budget requests. On April 6, I will attend the CRCS School Board meeting in Rushford. On April 12, I will attend the Village of Cuba Board meeting and April 13 I will attend the Town of Cuba Board Meeting. Finally, on April 20 I will attend the CRCS School Board meeting in Cuba.

**2022 – 2026 Free Direct Access Plan
Member Library Approval & Agreement Form**



STLS

Southern Tier Library System

Connecting Community Libraries

**2022 - 2026 Free Direct Access Plan
Member Library Approval Form**

As required by Commissioner's Regulation §90.3(a) through (d)(4)] neither the library system nor member libraries will charge individuals for library cards.

This overall statement along with supporting documentation of the Free Direct Access Plan of the Southern Tier Library System must be approved by all chartered libraries in STLS' service area. The Free Direct Access Plan was presented to member libraries for review, revisions and recommendations. In good faith, STLS has incorporated all justified recommendations from its member libraries and intends to uphold the Free Direct Access Plan as part of its Plan of Service 2022-2026.

By signing this approval form, our library also agrees to uphold the Free Direct Access Plan as part of STLS' Plan of Service 2022-2026.

Member Library Agreement and Approval

The Board of Trustees of the _____ Library

voted to approve the Southern Tier Library System's Free Direct Access Plan at a

meeting held _____ (date.)

Signature _____
Board President

Name (please print) _____

Date: _____

Return to: Brian M. Hildreth, Executive Director
Southern Tier Library System