

**Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, April 12 2021**

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

Absent: Lin Assink, Lynn Fulmer and Wendy Sprague

Also Present: Tina Dalton and Pat Ash (Friends)

Call to Order: The meeting was called to order by Faith Stewart at 5:31 PM

Public Comment: None

Friends Report: Pat Ash states the Friends are doing their membership drive; Pat was elected President of the Friends at their Annual Meeting; at the Annual Meeting they changed their Constitution (she did not state in what way); and honored Janet Rhodes for her 40 years of service.

Minutes of Previous Meeting: Marsha indicated there should be a revision under the "Planning" information. Trisia moved to accept the Minutes of the March meeting with those revisions. Tracy seconded the motion, and the motion passed.

Treasurer's Report: Gary Enderle presented Profit and Loss statements for March 2021. No one had any questions. A motion was made by Brad to accept the reports. Trisia seconded the motion, and the motion passed.

Committee Reports:

Finance: Gary Enderle presented his report on our investments which are doing well.

Tina presented the Report on Financial Statements submitted by our CPA. No one had any comments. Trisia made a motion to accept the Report on Financial Statements, and Tracy seconded the motion. The motion passed.

Building and Grounds: Tina reported on behalf of Lynn Fulmer. A date of May 22 was scheduled for mulching and some clean up. Lynn will have more info at our next meeting. Lynn is still getting bids for landscaping.

Tina stated that she signed the maintenance contract with Shembeda Plumbing.

Terry Moot fixed a hole in the roof that was allowing birds to get in.

Sara indicated there is a drip/leak over the left column of the overhang. Lynn will be notified.

Personnel: There was a lot to discuss. The Personnel Committee had met recently to revamp the Director's evaluation process. Faith submitted the new Trustee's Evaluation Policy for consideration. Brad moved to accept the Evaluation Policy. Sara seconded the motion and the motion passed.

Faith explained the use of an Employment Contract for the Director, and submitted a copy of the Employment Contract for Tina. Tom moved to accept the contract. Marsha seconded the motion and the motion passed.

Faith submitted a Member Library Approval Form from STLS that indicated the Cuba Library would adhere to STLS's Free Direct Access Plan. The Form had to signed by the President. Trisia moved to accept the Member Form and for Faith to sign as President. The motion was seconded by Tom and passed.

The Personnel Policy was revised to include a section regarding IRA contributions to employees. There were a few other minor changes. Tom made a motion accept the revised Personnel Policy. Brad seconded the motion and the motion was passed.

Faith also indicated that the Personnel Committee would be meeting in the near future to continue with Tina's evaluation.

Acquisitions/Gallery: No report.

Planning: No report except to indicate the Committee met and discussed the 150 year celebration, and there is a meeting scheduled for April 19 to continue discussions.

Programs: Sara Talbot indicated that the Committee would be meeting in the near future. They are discussing a possible seed library program.

Technology: No report.

Nominating Committee: No report. However, someone did comment that Paul Young would be interested sitting on the Board if an opportunity presented itself.

Sharry also indicated she would contact STLS to find out the status of our request to amend the Charter regarding changing the number of Trustees required for our Board.

Unfinished Business and New Business: The subjects outlined in the agenda were discussed above.

Director's Report: Tina reviewed her report. Everything is going well.

Executive Session: Faith asked that we move into Executive Session to discuss a personnel issue regarding a specific employee. Trisia moved to go into Executive Session, and Marsha seconded the motion. We moved into Executive Session at 6:05 PM. After discussion, Trisia moved to come out of Executive Session and Marsha seconded the motion. We closed Executive Session at 6:18 PM.

After some discussion, a motion was made by Tom to terminate the services of our current bookkeeper. Marsha seconded the motion, and the motion passed.

A motion was made by Brad to hire the **John P Mucke CPA ,P.L.L.C.** firm for our bookkeeping needs. Sara seconded the motion and the motion passed. Tina will implement both the termination of our current bookkeeper and the hiring of the new firm.

Sara made a motion to adjourn the meeting at 6:20 PM, and Gary seconded it. Passed

Respectfully submitted: Sharry Semans, Secretary