

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

**Monday, May 10, 2021**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of April'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. Status of Charter Amendment
  - ii. Director Evaluation--Goals
9. New business
  - i. Library Hours
  - ii. Mask protocols
  - iii. Five Star Account Authorized Signers
10. Adjournment

**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 be 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 to 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 in 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

## Cuba Library Director's Monthly Report

April 2021

	April 2021	March 2021	April 2020	April 2019	April 2018
Circulation	2105 (adult 1162) (J/YA 943)	2400 (adult 1390) (J/YA 1010)	58	3034 (adult-1821) (Juv/YA-1213)	2956 (adult-1660) (Juv/YA-1280)
Holds Filled	379	436	0	460	
New Library Cards	12	11	1	8	
Overdrive (eBooks)	485	487	539	353	
Wifi Use	196	212	96	182	
Visits to website	732	739	443		

### Upcoming Programs

- May 13 @ 6:30 p.m.                      Learning to Paint with Acrylics with Patience Wnek
- May 20 @ 6:30 p.m.                      Learning to Paint with Acrylics
- May 22 @ 11:00 a.m.                      Seedling Swap with Grow It Forward Group
- May 27, June 3, 10, 24    Sketching and Drawing Cuba Architecture with Lisa Robinson

Libraries Transforming Communities Grant: On April 15, we held a virtual discussion hosting Suzanne Krull, director of the Cuba Cultural Center. Her topic was “Charity and Justice: Revelations from a Pandemic.” She spoke about the impact the pandemic has had on the community of Cuba, and the increased demand for services they have at the Cultural Center. We had a small attendance of seven people, but it was a robust discussion.

Annual Report & Budget Presentations: I presented the library’s annual report at the town and village board meetings, as well as the CRCS school board meetings in both Cuba and Rushford. The report was well received, with a lot of positive feedback coming in afterwards. I have one more meeting to present at—the CRCS budget hearing on May 11.

Seed Library: On April 20 we launched our Seed Library. This project was initiated by the Programming Committee and has really sparked a lot of community interest. We received a donation of 50 types of seeds from Seed Savers Exchange, as well as one community donation. We’ve already given away several seed packets. Our hope is the library will sustain itself as people grow and return seeds.

In-person programming: We held several in person programs this month: two book clubs, a craft class, and a children’s program. The adult programs were well attended and I heard from several people how glad they were that we were offering in-person programs again.

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

### **Virtual Programs**

Chess has had continued success. We have had an average of 6 children online at each chess meeting. I have made the decision to move it to one day a week instead of two (I was offering the same class twice when there were more participants at the very beginning.). We will also be winding down, ending at the end of May for the summer. Hopefully, we will be able to have an in-person meet-up this summer.

I met virtually with Mrs Roberts' class three times in April.

### **In Person Programs**

We held our first in-person children's program at the gazebo of the Greenway Trail on 4/27 for a late celebration of Earth Day. We read a story and Tina led the craft portion of the afternoon. We all walked together to gather supplies for a nature self-portrait with air dy clay as the base.

### **Outreach**

Mrs. O'Keefe brought both sections of her class to the library on two separate days following their library unit at school. We talked about all the fun things we can do here as well as covering basic library terms/policies. They each signed our I <3 My Library poster.

### **Upcoming Programs**

I filmed several stories to post in the month of May.

We are tentatively planning an outdoor story time as well as another online pajama party (details TBD).

I am hopeful that with reduced restrictions at the school, visits to/from the school in preparation for summer reading promotion will be possible. I am fine with them coming here or me going to them or virtually but I think the first two options would be more effective.

## CUBA CIRCULATING LIBRARY

## Profit &amp; Loss

April 2021

	Apr 21
Ordinary Income/Expense	
Income	
Childrens Programs	184.00
Grants	327.00
4001 · Town Income	9,500.00
4002 · Village Income	4,750.00
4004 · Local Lib Services Aid	452.31
4007 · Petty Cash	
Copies Income	125.60
Fines	5.40
4066 · Donation Box	10.00
Total 4007 · Petty Cash	141.00
4017 · Memorials/Gifts	20.00
4020 · Meeting Room Fee	100.00
4038 · Misc Income	26.25
Total Income	15,500.56
Gross Profit	15,500.56
Expense	
Arts Grant Expense	450.00
Cash Grants	
ALA Grant	298.04
Total Cash Grants	298.04
Childrens Programming	86.44
Services	
Argentieries	21.00
Bookkeeper	400.00
6009 · Computer Tech	110.00
Total Services	531.00
6006 · Books-J	
Book Replacement	-18.00
6006 · Books-J - Other	340.23
Total 6006 · Books-J	322.23
6007 · Books-A	487.47
6010 · Audio	38.48
6014 · Electric	1,316.15
6015 · Repairs/Building & Grounds	251.40
6018 · Phone	120.08
6020 · Postage	39.10
6021 · Library supplies	
Library Equipment	163.74
6021 · Library supplies - Other	402.60
Total 6021 · Library supplies	566.34
6022 · Custodial supplies	35.82
6025 · Train/conference	49.00
6026 · Discretionary Fund	54.88
6030 · Memorials & Gifts	631.68
6031 · Extended Broadband	450.00
6043 · Miscellaneous Exp/Discretionary	21.00
6048 · Processing Fee	47.97
6050 · Advertisement	140.32
6051 · Adult Programming	44.94
6053 · Digital Books	2,930.00
6060 · DVD	317.20
6099 · STLS cost share	10,218.00

CUBA CIRCULATING LIBRARY  
Profit & Loss  
April 2021

	<u>Apr 21</u>
6560 · Payroll Expenses	
Payroll Tax	703.81
6001 · Employee Wages	9,200.13
6038 · Ira Match	575.40
6039 · Employee Contribution	309.42
6101 · SUTA	125.42
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Total 6560 · Payroll Expenses	10,914.18
6563 · Audit	2,500.00
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Total Expense	32,861.72
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Net Ordinary Income	-17,361.16
	<hr/>
Net Income	<u><u>-17,361.16</u></u>

**CUBA CIRCULATING LIBRARY**  
**Profit & Loss Budget vs. Actual**  
 January 1 through May 5, 2021

05/05/21

Accrual Basis

	Jan 1 - May 5, 21	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Adams Memorial	0.00	1,000.00	0.0%
Budget Carryover	0.00	34,470.82	0.0%
Childrens Programs	184.00	0.00	100.0%
Dept For Youth Grant Income	0.00	1,295.00	0.0%
<b>Grants</b>	3,327.00	0.00	100.0%
<b>Morgan Stanley</b>			
Endowment Fund	0.00	8,740.18	0.0%
Morgan Stanley - Other	8,740.18	0.00	100.0%
<b>Total Morgan Stanley</b>	8,740.18	8,740.18	100.0%
4001 · Town Income	9,500.00	19,000.00	50.0%
4002 · Village Income	9,500.00	19,000.00	50.0%
4003 · School Income	0.00	130,468.00	0.0%
4004 · Local Lib Services Aid	452.31	1,657.00	27.3%
4007 · Petty Cash			
Arts	35.00	0.00	100.0%
Book Replacement	76.00	0.00	100.0%
Copies Income	438.40	2,200.00	19.9%
Fines	18.00	0.00	100.0%
4066 · Donation Box	47.90	500.00	9.6%
<b>Total 4007 · Petty Cash</b>	615.30	2,700.00	22.8%
4012 · Friends	0.00	2,000.00	0.0%
4017 · Memorials/Gifts	1,584.25	0.00	100.0%
4019 · Refunds/Reimb	113.94	0.00	100.0%
4020 · Meeting Room Fee	200.00	1,125.00	17.8%
4031 · Interest Income	0.76	0.00	100.0%
4032 · Dividend Income	5,295.89	0.00	100.0%
4038 · Misc Income	302.39	400.00	75.6%
<b>Total Income</b>	39,816.02	221,856.00	17.9%
<b>Gross Profit</b>	39,816.02	221,856.00	17.9%
<b>Expense</b>			
Arts Grant Expense	700.00	0.00	100.0%
Cash Grants			
ALA Grant	943.62	0.00	100.0%
<b>Total Cash Grants</b>	943.62	0.00	100.0%
Childrens Programming	86.44	1,000.00	8.6%
Personal Protection Supplies	0.00	2,500.00	0.0%
PPE	819.79	0.00	100.0%
<b>Services</b>			
Argentieries	63.00	384.00	16.4%
Austin Security	0.00	798.90	0.0%
Bookkeeper	1,600.00	3,600.00	44.4%
Copier Acme	291.46	315.00	92.5%
Elevater	449.18	1,255.00	35.8%
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	62.00	144.00	43.1%
Window Cleaner	0.00	450.00	0.0%
6009 · Computer Tech	290.00	500.00	58.0%
Services - Other	146.20	0.00	100.0%
<b>Total Services</b>	3,048.39	10,637.90	28.7%



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05/05/21

Accrual Basis

**CUBA CIRCULATING LIBRARY**  
**Profit & Loss Budget vs. Actual**  
**January 1 through May 5, 2021**

	Jan 1 - May 5, 21	Budget	% of Budget
Technical	13.90	0.00	100.0%
Wilday Grant	690.91	0.00	100.0%
6006 · Books-J			
Book Replacement	-2.60	0.00	100.0%
6006 · Books-J - Other	1,243.12	3,500.00	35.5%
<b>Total 6006 · Books-J</b>	<b>1,240.52</b>	<b>3,500.00</b>	<b>35.4%</b>
6007 · Books-A	1,648.56	6,500.00	25.4%
6008 · Serials	706.47	500.00	141.3%
6010 · Audio	798.97	2,000.00	39.9%
6013 · Fuel	0.00	3,000.00	0.0%
6014 · Electric	4,064.15	4,100.00	99.1%
6015 · Repairs/Building & Grounds	1,966.85	2,500.00	78.7%
6016 · Service	645.08	0.00	100.0%
6017 · Ins - Property	5,830.72	5,600.00	104.1%
6018 · Phone	479.45	1,500.00	32.0%
6020 · Postage	40.90	400.00	10.2%
6021 · Library supplies			
Library Equipment	179.73	500.00	35.9%
6021 · Library supplies - Other	747.10	2,800.00	26.7%
<b>Total 6021 · Library supplies</b>	<b>926.83</b>	<b>3,300.00</b>	<b>28.1%</b>
6022 · Custodial supplies	181.33	900.00	20.1%
6023 · Travel	-124.70	1,500.00	-8.3%
6024 · Bank fees	0.00	200.00	0.0%
6025 · Train/conference	109.00	750.00	14.5%
6026 · Discretionary Fund	54.88	500.00	11.0%
6029 · Health Insurance	0.00	500.00	0.0%
6030 · Memorials & Gifts	1,756.31	0.00	100.0%
6031 · Extended Broadband	900.00	1,800.00	50.0%
6033 · Other Expense	0.96	0.00	100.0%
6043 · Miscellaneous Exp/Discretionary	58.30	500.00	11.7%
6048 · Processing Fee	153.67	325.00	47.3%
6050 · Advertisement	140.32	200.00	70.2%
6051 · Adult Programming	581.09	1,000.00	58.1%
6052 · Video Games	336.80	1,000.00	33.7%
6053 · Digital Books	2,930.00	2,930.00	100.0%
6060 · DVD	889.57	2,900.00	30.7%
6099 · STLS cost share	10,218.00	10,218.00	100.0%
6560 · Payroll Expenses			
NYS Reemployment	0.00	2,400.00	0.0%
Payroll Tax	4,341.23	0.00	100.0%
6001 · Employee Wages	39,893.35	0.00	100.0%
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	3,437.77	3,250.00	105.8%
6039 · Employee Contribution	486.47	0.00	100.0%
6101 · SUTA	705.70	0.00	100.0%
6560 · Payroll Expenses - Other	1,828.13	124,945.00	1.5%
<b>Total 6560 · Payroll Expenses</b>	<b>51,698.73</b>	<b>141,703.00</b>	<b>36.5%</b>
6563 · Audit	2,500.00	2,500.00	100.0%
7021 · Membership	247.93	0.00	100.0%
<b>Total Expense</b>	<b>97,283.74</b>	<b>216,463.90</b>	<b>44.9%</b>
<b>Net Ordinary Income</b>	<b>-57,467.72</b>	<b>5,392.10</b>	<b>-1,065.8%</b>

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05/05/21

Accrual Basis

**CUBA CIRCULATING LIBRARY**  
**Profit & Loss Budget vs. Actual**  
**January 1 through May 5, 2021**

	<u>Jan 1 - May 5, 21</u>	<u>Budget</u>	<u>% of Budget</u>
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	<u>-57,467.72</u>	<u>5,992.10</u>	<u>-959.1%</u>