

**Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, May 10, 2021**

Present: Thomas Donahue, Lin Assink, Tracy Knavel, Marsha Long, Lynn Fulmer, Wendy Sprague, Gary Enderle, Trisia Young, Bradley Weaver, and Sharry Semans

Absent: Faith Stewart and Sara Talbot

Also Present: Tina Dalton and Pat Ash (Friends)

Call to Order: The meeting was called to order by Sharry Semans at 5:31 PM

Public Comment: None

Friends Report: Pat Ash advised the Friends had their Board orientation meeting. She also indicated there will be a book sale June 14-19, and asked for volunteers. They are now taking book donations.

Minutes of Previous Meeting: Wendy moved to accept the Minutes of the April meeting. Lin seconded the motion, and the motion passed.

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

Committee Reports:

Finance: Gary Enderle presented his report on our investments which have all increased.

Director's Report: Tina reviewed her report. She indicated that she has recently heard comments that someone did not know the Library had reopened. Tracy suggested Tina put an announcement in the Cuba Rushford School News, and gave Tina contact info. Pat Ash also asked Tina to inquire if the Friends could have information published. Tina will check with the School.

Tina also indicated that the in person programs were being well attended.

Building and Grounds: Lynn indicated a number of issues, as follows:

- The area underneath the window in the old part of the building needs caulking, some molding repair, and paint. We are getting that done for free.
- The brown trim on some of the windows needs painting. She is checking into that.
- She is trying to schedule window cleaning and possibly cleaning of overhead indoor lights.
- She is checking on gutters to repair the drip from the overhang.
- Pipes are being reinsulated in the book room.
- We got a new bike rack.
- She will need help with watering the plants this year.

Lynn also indicated she would need some money to purchase mulch and plants. A motion was made by Lynn allowing her to spend up to \$350 for the mulch and plants. The motion was seconded by Lin, and the motion passed.

Lynn also provided a proposal for landscaping from Thorington Creative Landscapes. After some discussion, a motion was made by Brad to accept the proposal to hire Thorington. Tracy seconded the motion, and the motion passed. Lynn will make the arrangements, hopefully making sure the work is done before or after the upcoming Dairy Festival.

Also, since we have landscaping done, we will not be mulching or need a clean up committee on May 22.

Personnel: See below.

Acquisitions/Gallery: No report, except that Lynn advised the poster we recently received is out for framing.

Planning: Marsha indicated that there was a recent meeting regarding the anniversary party and ideas have been accepted and some committees have been assigned. There will be another meeting on June 1 at 6:00 PM, and hopefully there will be an update from the committees. Also, Marsha has requested that any budgeting should be considered and ready to be requested/reported in September.

Programs: Tina indicated the Seed Library is going well.

Technology: No report.

Nominating Committee: No report.

Unfinished Business:

Re the amendment to the Charter: Sharry indicated she had heard from STLS regarding the amendment of our Charter. She has been told that it is in the works, but things are still moving slowly.

Re Tina's evaluation, Tom indicated that Tina's evaluation will be done annually in July. At this point, the Personnel Committee has given Tina three goals to complete by July. Thereafter, goals will be set for the year (July to July). Tom made a motion to accept the goals, and Lynn seconded the motion. The motion passed.

New Business:

Re Library hours: After discussion, it was determined that beginning on June 1, we would revert to our pre-pandemic hours. A motion was made by Trisia to return to the pre-pandemic hours. Tracy seconded the motion and the motion passed.

Re mask protocols: After discussion, it was determined that we would keep the mask requirement in place, but begin to relax some of the protocols, i.e., employees can remove masks while at their desks, patrons may remove masks while sitting or reading. The upshot is that staff will still continue to monitor situations, and if they feel someone should be wearing a mask, staff will have the authority to require the mask.

Re Five Star Bank account: Tina indicated that we need to remove Lori Bokan as a signatory from the account and add Kristen Tanner as a signatory. Trisia made a motion to remove Lori Bokan as a signatory from the Five Star Bank account, and to add Kristen Tanner as a signatory. Marsha seconded the motion, and the motion passed. Tina will implement the turnover.

Executive Session: Sharry asked that we move into Executive Session to discuss personnel issues regarding two specific employees. Sharry moved to go into Executive Session, and Lynn seconded the motion. We moved into Executive Session at 6:10 PM. After discussion, Trisia moved to come out of Executive Session and Tracy seconded the motion. We closed Executive Session at 6:15 PM.

Tom announced that Nancy Robinson has given her resignation after 42 years of service. Tom moved to accept her resignation as of June 16, 2021, with heartfelt gratitude of her 42 years of service. Tracy seconded the motion, and the motion passed.

Tina announced one of our other employees has agreed to absorb Nancy's hours, and those negotiations are in discussion.

Trisia made a motion to adjourn the meeting at 6:22 PM, and Tracy seconded it. Passed

Respectfully submitted:

Sharry Semans, Secretary