

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, June 14, 2021

This meeting was held exclusively in person

Present: Faith Stewart, Thomas Donahue, Lynn Fulmer, Sara Talbot, Tracy Knavel, Gary Enderle, Trisia Young, Bradley Weaver, Wendy Sprague and Lin Assink

Absent: Sharry Seamans, Marsha Long

Also Present: Cherilyn Wise

Call to Order: The meeting was called to order by Faith Stewart at 5:30 PM

Public Comment: None

Friends Report: No Friends members were present at the meeting, but Cherilyn Wise reported many new members were added today so that they could shop at the book sale.

Minutes of Previous Meeting: Lynn Fulmer moved to accept the Minutes of the May meeting. Lin Assink seconded the motion, and the motion passed.

Treasurer's Report: Gary Enderle presented Profit and Loss statement for May 2021 indicating the library is "doing quite well". No one had any questions. He directed the board's attention to the total equity amount which is "quite comfortable...outstanding". He mentioned the transition to the new bookkeeper has been a great success. A motion was made by Thomas Donahue to accept the reports. Wendy Sprague seconded the motion, and the motion passed.

Committee Reports:

Finance: Gary Enderle presented his report on our investments. He indicated the library is quite fortunate with all the continuous gains.

Directors Report: Cherilyn Wise provided a brief overview of Tina Dalton's report provided to all Board members. Cherilyn summarized on all activities she has completed in the last month, school outreach activities, chess club, and outdoor story time. Much discussion was had about the summer reading activities scheduled in person at the library and on the Cuba-Rushford Elementary School grounds for children, teens and adults. The library will keep patrons busy in the coming weeks.

Building and Grounds: Lynn Fulmer reported about the lack of success she has had getting workers to commit to completing the list of concerns bulleted in the May Board minutes. Lynn was able to recruit a few volunteers from the board to assist with watering the flowers around the library during the summer.

Personnel: Faith Stewart announced Gary Enderle has submitted his letter is resignation from the board effective immediately. With an abundance of regret and appreciation Lynn Fulmer moved to accept Gary's resignation. Tracy Knavel seconded the motion, and the motion passed. Lynn Fulmer announced she had a discussion with Tina Dalton and Marsha Long regarding Marsha fulfilling the role of Treasurer

due to Gary's departure from the Board. All Board members voted to appoint Marsha Long to the Treasurer role. Gary's name will be removed from bank accounts and Marsha's will replace his.

Faith Stewart announced Kahlin Weaver had submitted his letter of resignation June 8, 2021. Tom Donahue moved to accept Kahlin's resignation. Trisia Young seconded the motion, and the motion passed.

Faith Stewart announced David Wise applied and was conditionally hired on June 8, 2021 as groundskeeper pending board approval. Lynn Fulmer moved to accept David Wise to the Groundskeeper position. Lin Assink seconded the motion, and the motion passed.

Faith Stewart expressed the recommendation of the Personal Committee to promote Hannah Krull to the position of Library Assistant from Library Page, which she has worked as for three years. Brad Weaver moved to accept the promotion of Hannah to Library Assistant. Trisia Young seconded the motion, and the motion passed. With the promotion is title, Faith Stewart also advised an increase in pay accompany the promotion. Wendy Sprague moved to accept Hannah Krull's pay increase from \$12.50 per hour to \$12.75 per hour. Tracy Knavel seconded the motion, and the motion passed.

Faith Stewart reported a new Library Page, Christian Stuck, has been conditionally hired, pending Board approval and reference check. Faith indicated Tina is waiting to on a reply from a reference contact prior to hiring him. Tracy Knavel moved to accept Christian Stuck as Library Page, pending a positive outcome from has reference check. Lin Assink seconded the motion, and the motion passed.

In further discussion, the Personal Committee has recommended a pay increase for dedicated current employee, Shauna Comes to keep in line with her current rate she receives at the Friendship Library. Her rate is currently at \$13.00 per hour and the recommendation is to increase it to \$13.50 per hour. Shauna will also be gaining additional hours, left available from former employee Nancy Robinson's retirement. Lynn Fulmer moved to increase Shauna's rate of pay as suggested. Sara Talbot seconded the motion, and the motion passed.

Acquisitions/Gallery: The board took a moment to admire the Amish photos on the wall. No additional acquisitions have been made.

Planning: No report was made as Marsha Long was absent from the meeting.

Programs: Sara Talbot reported no meeting has been held and there is no need for one in the foreseeable future as the Summer Reading program is about to start, which is chalked full of activities for children and adults.

Technology: Tracy Knavel stated there is nothing to report and no meeting is scheduled at this time.

Nominating Committee: Lynn Fulmer spoke of a prospective board member interest in joining the Board. Sara Talbot reminded Lynn to have a background check completed prior to voting in a future Board members as a replacement for Gary Enderle's seat. Lynn spoke of future vacancies on the Board and the need to have additional people interested in fulfilling the seats, as terms are completed.

Unfinished Business:

1. **150th anniversary celebration:** Lynn Fulmer stated committees will bring financial requests to their next meeting scheduled in September.

New Business:

Cherilyn Wise reported on the progress and insight to the process of digitizing the Patriot newspaper.

Cherilyn also explained the STLS system wide grant being offered for upgraded to technology. A variety of equipment is being sought; computers, printer, and a large screen for public display of help wanted ads. If the Cuba Circulating Library is awarded grant monies, only 70% of funds needed will be covered. Tina has applied for additional grant funds to cover the remaining 30%. Should STLS award the 70% to the Cuba Circulating library but additional grant fund are not received to cover the remaining 30% discussing was had about funding the funds needed. Lynn Fulmer moved to proceed with applying for the STLS grant knowing with the understanding the library may need to fund the additional 30% should those monies not be received from an alternative source. Trisia Young seconded the motion, and the motion passed.

Lin Assink made a motion to adjourn the meeting at 6:11 PM, Faith Stewart seconded the motion. All were in favor.

Respectfully submitted:

Sara Talbot, Substitute Secretary