

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

Present: Thomas Donahue, Sara Talbot, Marsha Long, Trisia Young, Bradley Weaver, Sharry Semans, Lin Assink, Lynn Fulmer and Wendy Sprague

Absent: Faith Stewart and Tracy Knavel

Also Present: Tina Dalton, Kristen Tanner (from **John P Mucke CPA ,P.L.L.C.**), Lionel Legry, and Pat Ash (Friends)

Call to Order: The meeting was called to order by Sara Talbot at 5:30 PM

Public Comment: None

Friends Report: Pat Ash informed us that the June book sale brought in about \$1,400. They were also able to sign up eight new members. The Friends are brainstorming fundraising ideas.

Minutes of Previous Meeting: Sharry moved to accept the Minutes of the June meeting. Lynn seconded the motion, and the motion passed.

Treasurer's Report: We all welcomed Marsha as our new Treasurer. She then turned the meeting over to Kristen Tanner who was introduced as our representative at our new accountant/bookkeeper office. Kristen reviewed the Profit and Loss statements for June 2021, and the other financial information. She answered all questions we had in a very satisfactory manner. A motion was made by Lin to accept the reports. Trisia seconded the motion, and the motion passed.

Director's Report: Tina reviewed her report. Everything is going well. She reviewed Cherilyn's report, and she has been very busy, and all the programming has been successful and well attended.

Committee Reports:

Finance: Marsha indicated she is just getting up and running.

Building and Grounds: Lynn stated she has again met with the landscaper. He has enlarged his scope of work, as well as increased his price. Lynn discussed in detail the changes he is making. Tina indicated we have about \$4,400 in memorials to pay/offset the landscaping, which funds have been deposited into the Endowment Account throughout the past year or so. We will discuss a way to acknowledge the memorials at a subsequent meeting. See below for further information regarding the funding.

It has been noticed that plaster is cracking around the fireplace and the crown molding. Lynn will be getting someone to look at that.

Hopefully the bookroom will soon be made accessible by the Friends so we can get the pipes rewrapped.

Personnel: Tom explained the purpose of the evaluation forms for Tina and asked everyone who had not completed them to get them in before Personnel meets next week. The majority had the forms completed and handed them to Tom. The envelope was then given to Tina (with instructions to avoid

looking at them) to make it easy for those who did not turn the forms in, to do so by just stopping by the library and putting the forms in the envelope.

There was discussion regarding the salaries of our new page, Christian Struck, and our groundskeeper, David Wise. A motion was made by Wendy to set Christian's wages at \$12.50 per hour. Trisia seconded the motion, and the motion passed. A motion was made by Lynn to set David Wise's wages at \$13 an hour. Marsha seconded the motion, and the motion passed.

Acquisitions/Gallery: No report.

Planning: Marsha indicated the Committee would be meeting in the Fall to discuss the upcoming 150 year anniversary, as well as the remodel of the children's area.

Programs: Sara Talbot indicated all the programs have been pretty successful. Tina indicated that Hannah Krull was working on a survey to give to the public, requesting their wants for programs.

Technology: No report except that, Tina indicated we have submitted an application for a grant to assist in purchasing new patron computers and a digital sign.

Nominating Committee: Lynn introduced Lionel Legry as our new Trustee. He agreed to accept the position. He will fill in for the remainder of Gary Enderle's term. A motion was made by Lynn to accept Lionel Legry as a Trustee, filling in the remainder of time of Gary Enderle's term. Trisia seconded the motion, and the motion passed.

Unfinished Business and New Business:

Landscaping fund: We have paid a down payment of \$3,500 to the landscaper. It was determined these funds should be reimbursed to the Library's operating budget through the Endowment Fund. There was also discussion about paying the rest of the bill when the landscaper finished through the Endowment Fund. The final total of the landscaper's bill is not to exceed \$6,000 per our contract with him. As a result of these discussions, a motion was made by Lynn to withdraw \$3,500 from the Endowment Fund and deposit the monies into the Library's general account. In addition, the balance of the landscaper's bill, which is not to exceed another \$2,500, will also be reimbursed to the Library out of the Endowment Fund upon completion of the job. The motion was seconded by Tom, and the motion passed.

New Business:

Custodian: Trisia moved to accept Teresa Bell's resignation. Lin seconded the motion, and the motion passed. Tina indicated she has hired a new custodian, Colleen Robinson, at \$13 an hour. Tom moved to accept Colleen Robinson as the new custodian at \$13 an hour. Wendy seconded the motion, and the motion passed.

Prior to ending the meeting, there were discussions regarding the remodel of the children's area. Marsha indicated she would get the Committee together in the near future to discuss in more detail.

Tom made a motion to adjourn the meeting at 6:25 PM, and Wendy seconded it. Passed

Respectfully submitted: Sharry Semans, Secretary