

**Cuba Circulation Library**  
**Board of Trustees Monthly Meeting Minutes**  
**Monday, June 8, 2020**

**This meeting was via Go To Meeting**

**Present:** Christine Berardi, Trisia Young, Faith Stewart, Thomas Donahue, Lynn Fulmer, Sara Talbot, Marsha Long, Gary Enderle, Tracy Knavel, David Crowley, and Sharry Semans

**Absent:** Lin Assink

**Also Present:** Tina Dalton

**Call to Order:** The meeting was called to order by Christine Berardi, at 6:30 PM

**Public Comment:** None

**Friends Report:** None

**Minutes of Previous Meeting:** Marsha Long moved to accept the Minutes of the May Meeting. The motion was seconded by Faith Stewart and the motion was passed.

**Treasurer's Report:** Gary Enderle indicated all of the funds were doing well. The Anonymous Fund currently has \$579,343 which is up \$17,000; the Endowment Fund has \$229,591, up \$6,000; and the Book Fund is at \$12,664, up \$500. There were no questions for Gary. Tina indicated we had received donations of \$1,500 and she put them in the bank instead of the Endowment Fund. She will transfer those funds to the Endowment Fund.

**Committee Reports:**

**Finance:** Tina reviewed the Profit and Loss Statements. There were questions regarding the Total Tech monies. She will check with the bookkeeper. Library supplies were up because it includes all the Covid supplies. Also, she indicated the bookkeeper is going to start depositing monies into the savings account in order to get interest on the money while it sits in the bank. She will withdraw the money as needed to pay bills. Tina also indicated that Dan Higgins donated \$1,000 in Lynn Fulmer's name to recognize Lynn's hard work around the community. Congratulations, and thank you, Lynn!

**Building and Grounds:** Lynn advised that some of the trees are in need of trimming and possibly some may need to be removed. She is in the process of getting bids for the job. She would like to donate the \$1,000 given by Dan Higgins to plant some shrubs.

Work continues on the overhang.

There is a spigot problem. Brown Plumbing was called, but it turns out to be a very complicated issue. Therefore, a temporary fix was made, and we will continue to look into solving the problem.

There was a leak in the radiator in the upstairs bathroom. It was fixed.

There are birds in the building, and that issue is being dealt with.

**Personnel:** A new janitor was hired, and will begin on June 16<sup>th</sup>. Her name is Amanda Reardon, and she has a background in cleaning. She will work 10 hours/week, 6P-8P. Staff will continue to sanitize during the day. Staff is working at 50%, and all are adjusting to the new rules.

**Acquisitions/Gallery:** No report

**Planning:** Marsha indicated that the Planning Committee met twice to assist Tina in any way she needed in order to get us reopened. All went well, and we continue to assist as needed.

**Programs:** Programs will continue to be offered on line. There is no STEAM for June, as Cherilyn is getting ready for the summer program.

**Technology:** Tina indicated that she was able to get a grant to install the wifi on the Maple Street side of the building. That should be done in the very near future.

**Nominating Committee:** No report.

**Unfinished Business:**

1. **Cameras:** Tina asked other libraries about their policy regarding releasing info caught on camera to law enforcement. She hasn't gotten many responses, so is still working on it. Dave is also working on the issue on the police side of things.
2. **Reopening Procedures:** We expect curbside service to begin on June 15. Info is being posted on Facebook. We are anticipating opening June 29 to the public with some restrictions. Patrons will make appointments starting at the top of the hour and have 45 minutes. 14 patrons at a time will be allowed. Masks will be required. After the patrons leave, staff will have 15 minutes to sanitize, and prepare for the next group.

Staff has been moving furniture downstairs; signage is in.

Tina is working on a policy regarding allowing children in the building.

**Director's Report:** There were no comments. Tina did indicate that downloads were up.

David made a motion to adjourn the meeting at 7:09 PM, and Lynn seconded it. Passed

Respectfully submitted:

Sharry Semans

Secretary