

Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, July 13, 2020

This meeting was via Go To Meeting and HUB

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

Also Present: Tina Dalton

Call to Order: The meeting was called to order by Christine Berardi, at 5:29 PM

Public Comment: None

Friends Report: None, though Tina indicated she thought Friends would be having their Board elections in the near future.

Minutes of Previous Meeting: Marsha Long moved to accept the Minutes of the June Meeting. The motion was seconded by Lynn Fulmer and the motion was passed.

Treasurer's Report: Gary Enderle indicated all of the funds were doing well. The Anonymous Fund currently has \$588,000; the Endowment Fund has \$233,214, which includes monies Tina recently deposited from a couple memorial funds; and the Book Fund is at \$12,805. There were no questions for Gary.

Committee Reports:

Finance: Tina reviewed the Profit and Loss Statements. She did explain the Covid supplies may be covered by Grants from the Allegany Area Foundation and the Friends.

Tina advised that Bill Fraser was still an authorized signor on the Morgan Stanley accounts. A motion was made by Lynn Fulmer to remove Bill Fraser's name from the account, and keep the remaining signors. The motion was seconded by Lin Assink and the motion passed. Tina will make the arrangements.

In addition, Tina informed us that Morgan Stanley had a computer breach which may have included information about people who were signors on accounts in 2016. She will check our records to determine if anyone on the Board would have been involved at that time.

Building and Grounds: Lynn Fulmer advised that work continues on the overhang, but may be coming to an end shortly.

She has the plaque in hand naming people who donated for the overhang. She will have that up soon.

She met with a landscaper from the Rushford area. He is the only one who has responded to her calls. They walked the property and he is preparing a plan and estimate, which she hopes to receive in the near future.

Tina talked to us about the elevator/lift, which is always breaking down. It is 20 years old. She has had an estimate to replace it at a cost of approximately \$44,450. She would like to apply to the State for a construction grant, which would pay 50% up to 75% of the cost. Therefore, David Crowley made a motion for Tina to apply for the construction aide grant. Gary Enderle seconded the motion, and the motion passed. Tina will begin the process.

Personnel: Our new custodian quit because she could not keep up with the hours. Tina is going to offer the job to one of the other applicants that previously applied.

Acquisitions/Gallery: No report.

Planning: Marsha indicated that the Planning Committee met to discuss how long we will keep the temporary hours, and when to open the community room. We decided, and recommended to the Board, that Labor Day would be our target date to go back to "normal". In the meantime, the community room will remain closed to the public. After some discussion, the Board agreed.

It was also discussed that, since the employees are working less hours at the library, if they do have the ability to work at home, i.e., making videos and such, we would continue to allow that as well. The Board agreed.

The Planning Committee will meet again at the end of August to see how things are going. At this point, we do have a September 23 historical reenactment event scheduled.

Programs: Programs will continue to be offered on line. Cherilyn and Tina have been making kits for most of the programs which they hand out ahead of time. Regarding the Summer Reading Program, they contacted Head Start and delivered several kits to them.

There was some discussion regarding having an outside movie. Tina and Cherilyn will discuss further.

Technology: Tina indicated that wifi had been installed on the Maple Street side of the building, but that it was not working. She has someone coming in to fix it.

Nominating Committee: No report.

Unfinished Business:

1. **Cameras:** Tina provided a Surveillance Policy for our review. A motion was made by David Crowley to accept the Policy. Trisia Young seconded the motion, and the motion passed.
2. **Reopening Procedures:** See above under Planning.

Director's Report: Many members of the Board indicated how impressed they were with the number of programs Tina and Cherilyn have been able to provide for the community during this time.

Lynn Fulmer made a motion to adjourn the meeting at 6:11 PM, and Trisia Young seconded it. Passed

Respectfully submitted:

Sharry Semans

Secretary