

**Cuba Circulation Library  
Board of Trustees Monthly Meeting Minutes  
Monday, August 9 2021**

**Present:** Faith Stewart, Trisia Young, Bradley Weaver, Lionel Legry, Sharry Semans, Lin Assink, and Lynn Fulmer

**Absent:** Tracy Knavel, Thomas Donahue, Sara Talbot, Marsha Long and Wendy Sprague

**Also Present:** Tina Dalton, Hannah Krull (Library Assistant), and Pat Ash (Friends)

**Call to Order:** The meeting was called to order by Faith Stewart at 5:35 PM

**Public Comment:** None

**Friends Report:** Pat Ash informed us there will be a September fundraiser at the Opera House entitled Painting with Friends; possibly an October book sale; a cookie sale for Small Town Christmas; and a revamp of the Wine and Cheese Gala tentatively scheduled for June 3, 2022.

**Minutes of Previous Meeting:** Lynn Fulmer moved to accept the Minutes of the July meeting. Brad seconded the motion, and the motion passed. Trisia moved to accept the Minutes of the Special Meeting held on July 21, 2021. Lin Assink seconded the motion, and the motion passed.

**Treasurer's Report:** Marsha was not present, so Tina reviewed the Financial Reports with us. She did indicate that next month's report will have a line item for income and expenses from the flood. There were no questions. A motion was made by Lin Assink to accept the reports. Lynn Fulmer seconded the motion, and the motion passed.

**Director's Report:** Tina reviewed her report and commented on Cherilyn's report. Tina did state that the Manley grant came through which will assist in the purchase of six new computers, and other technology items.

Tina also indicated we received donations of over \$14,000 from the community to aid in repairs due to the flooding of the basement.

Tina also indicated the old elevator has been removed, and hopefully the new one will be installed soon.

**Committee Reports:**

**Finance:** Tina indicated that Marsha attended an online course for Treasurers and learned that her position should be titled Finance Officer, not Treasurer. She would like us to think about changing the title.

**Building and Grounds:** Lynn stated landscaping has been started. After some discussion, it was determined there would be no waterproofing efforts on the outside of the building, so she will advise the landscapers to finish.

We are waiting for the bookroom to be made accessible by the Friends so we can continue with repairs.

Colston has started trim painting on the windows, and has agreed to do it for free.

**Personnel:** See info below.

**Acquisitions/Gallery:** No report, except that the latest exhibition of prints was taken off the wall in the community room, and the prints have been returned to Wendy (gallery person). We will obviously not be exhibiting anything else on the walls until the completion of the repair work.

**Planning:** Tina advised that 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 was not present. Tina advised that normally September is a slow month.

There was a lot of praise for the Youth Programs that were moved to the school because of the flood, and comments on how well Cherilyn has been doing with those programs.

**Technology:** No report except about the Manley Grant, as stated above.

**Nominating Committee:** No report.

**Unfinished Business and New Business:**

1. **Waterproofing:** There was much discussion regarding the three bids. After many questions and comments, it was determined we would hire Waterproofing Specialties to waterproof the Community room. Brad made a motion to hire Waterproofing Specialties per their proposal, and Trisia seconded the motion. The motion passed.
2. **Carpeting:** We will hold off on making a decision of which flooring vendor we will hire.
3. **Flood Insurance:** Sharry recited the information provided by Lee James, which shows an estimated premium of approximately \$1,700 per year. However, Lee is still running some of our info, so that may change. There should be more info at our next meeting.
4. **Fundraiser:** Tina reported we had many monetary donations from the community to help with flood repairs. We also received \$25,000 from the insurance company. At this point, Tina has updated our website information for donations, advising that we have basically met our goal. She will also run the information in the Patriot.

**New Business:**

1. **Community Survey:** Hannah gave the results of her survey. We had 125 completed surveys. Hannah indicated there is a lot of info there we can use in the future for programming, etc.
2. **Library Page Position:** Tina indicated that she would like to hire another Library Page, as we need someone to take hours on Monday and Wednesday, and also as needed. She has recommended Colleen Robinson (our new custodian) for the position, which would be in addition to her custodial duties. Colleen would work as a Library Page on Monday and Wednesday from 9:30 A to Noon, and at other times as necessary. This would be in addition to her custodial duties. Lynn made a motion to offer the position of Library Page to Colleen Robinson to cover hours as necessary, in addition to her custodiam position, to be paid at the same rate of pay she is making as custodian. Trisia seconded the motion, and the motion passed.
3. **Historical Society:** Lionel began a discussion about working with the Historical Society, helping to digitally archive and catalog items they have, possibly displaying some items at the library, etc. Tina will look into Preservation grants, and also talk to her husband (who works in the History

Dept at St. Bonaventure) to perhaps work with his students to assist in the archiving. More discussions to come about working with the Historical Society.

**Executive Session:** Lynn requested to move into Executive Session to discuss Tina's evaluation. Brad seconded the motion, and we moved into Executive Session at 6:30 P. After discussion, Lin requested to move out of Executive Session. Trisia seconded the motion, and we moved out of Executive Session at 6:57 P.

We discussed with Tina her evaluation as well as her goals for the upcoming year. Lynn moved to accept the Evaluation. Lin seconded the motion, and the motion passed. This evaluation will be placed in Tina's confidential personnel file.

Faith then suggested a temporary additional compensation for Tina. Brad moved to present Tina with a \$5,000 temporary increase to show our appreciation for all the extra work she has done, and the extraordinary amount of time she has spent to get us through the pandemic, and now all of the issues involving the flooding of the basement. Trisia seconded the motion, and the motion passed.

There was also a brief discussion regarding hiring a maintenance/property manager to be charged with upkeep of the building and grounds. Discussion to continue.

Lin made a motion to adjourn the meeting at 6:59 P, and Trisia seconded it. Passed

Respectfully submitted:

Sharry Semans, Secretary