

**Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, September 13, 2021**

Present: Faith Stewart, Lionel Legry, Sharry Semans, Lin Assink, Lynn Fulmer, Tracy Knavel, Thomas Donahue, Sara Talbot, Marsha Long and Wendy Sprague

Absent: Trisia Young and Bradley Weaver

Also Present: Tina Dalton, and Gwen Cooper from Ardent Solutions

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

Public Comment: Gwen Cooper from Ardent Solutions presented us with information concerning the Allegany County bus transit system. The reason for her presentation was to receive permission to install a bus stop shelter in front of the Library. After her discussion, she answered our many questions. It was clear that we support the success of the transit system, and believe the transit system is vital to our community. However, we do not believe that the Library has enough real estate to support a bus stop structure. We did encourage Ms. Cooper to look at the parking lot across the street which is owned by the Cultural Center and which we deemed to be a better location. After Ms. Cooper left the meeting, we did discuss the request and information in more detail. A motion was made by Tracy Knavel to not erect a bus stop structure on the Library property. The motion was seconded by Sara Talbot, and the motion passed. Tina will notify Ardent Solutions that we are unable to place a bus stop structure on the property, but that we are in support of the transit system, and would make ourselves available in other ways to assist, if possible.

Friends Report: No one was present from the Friends. Tina did state that they are holding a fundraiser at the Opera House entitled Painting with Friends this month. Also, Tina informed us that the Friends did donate some funds toward the flood repairs.

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

Treasurer's Report: Marsha indicated that all was going well. She also advised that our investments were doing very well. No one had any questions regarding the Statements of the Accounts. A motion was made by Sara Talbot to accept the reports. Tracy Knavel seconded the motion, and the motion passed.

Director's Report: Tina reviewed her report and commented on Cherilyn's report. Among the many fine things that are happening, Tina reported that the repairs of the flooding are ongoing. The repair and replacement of the lift is ongoing. Tina, Cherilyn and Shauna are going to an out of state conference next month. The Friends are contributing to the cost of that conference.

Committee Reports:

Finance: Marsha indicated that between January to July, the Endowment Fund has increased by approximately \$31,000, and the Anonymous Fund by \$83,500. Marsha also discussed the fact that we may want to withdraw some of the money and earmark it for special projects, such as the remodeling of the children's area. She also advised that the Town will be decreasing its funds over the next three

years, at which time we will receive no funding from the Town. That will be a loss of approximately \$19,000 per year.

Building and Grounds: Lynn stated landscaping is ongoing. Also, the Committee discussed pressure washing the stucco.

Personnel: See info below. Also, the Committee plans on meeting by the end of the month.

Acquisitions/Gallery: No report.

Planning: Marsha indicated the Anniversary Committee had recently met, and everything seems to be on track. She indicated they will meet again in November.

Programs: Sara advised the Committee had met and discussed a possible open house after the repairs to show the community what was done after the flooding. Also, they discussed holiday theme programs. However, until the Community Room is up and running, they have limited programs.

Technology: No report.

Nominating Committee: No report.

Unfinished Business and New Business:

1. **Carpeting:** After much discussion, a motion was made by Tracy Knavel to approve Carpet Express as the vendor for the carpeting and tile replacement downstairs. Wendy Sprague seconded the motion, and the motion passed.
2. **Flood Insurance:** Sharry indicated she had not heard anything from Lee, but is hoping to invite her to the October meeting.
3. **Building Maintenance Position:** Tina reported that David Wise, who is presently doing the groundskeeping, is interested in the position of Property Maintenance Manager. He will come on at his current salary. He is already doing some light maintenance work. Tina will prepare a job description, including how many hours per week she envisions she will need him.

New Business:

1. **Continuing Education:** Faith discussed the fact that it is important for the Trustees to continue to educate themselves on our duties as Trustees. There are many virtual programs presented by STLS, and we should attempt to take a course now and then. If you do take a course, Faith would like you to report on the program for the benefit of the others. Also, Brian Hildreth has been invited to our October meeting. We are waiting to hear if he will be able to attend.
2. **Virtual Trustee Meetings:** There was a brief discussion regarding our meetings going virtual again, pursuant to an Executive Order from the Governor allowing us to do so. However, if we do go virtual, we must find a way to transcribe the entire meeting, and there are other caveats about meeting on line we would have to deal with. At this point, we will attempt to have the personal meetings.
3. **October Meeting:** Since our next meeting is scheduled for October 11, a holiday, it was decided to change the meeting to the next Monday. Therefore, Lynn Fulmer made a motion to schedule the next Board of Trustees meeting for **October 18, 2021, to begin at 6:30 P.** Marsha seconded the motion, and the motion passed.

Lynn Fulmer, as Correspondence Secretary, said she would write a thank you note to Colston, who did the painting of window trim for us for free, and one also to the school for its donations.

Lynn Fulmer made a motion to adjourn the meeting. Wendy Sprague seconded the motion, and the motion passed. Meeting adjourned at 6:55 P.

Respectfully submitted:

Sharry Semans, Secretary