

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 149 Years!

Monday, October 18, 2021
6:30pm

1. Call to order
2. Public Comments
3. Guest: Lee James--Insurance
4. Friends Report
5. Minutes of September's Meeting
6. Treasurer's Report/Profit and Loss Report
7. Director's Report
8. Committee Reports
 - i. Finance
 - ii. Bldgs/Grounds
 - iii. Personnel
 - iv. Acquisitions/Gallery
 - v. Planning
 - vi. Programs
 - vii. Technology
 - viii. Nominating Committee
9. Unfinished Business
 - i. Flood Insurance
 - ii. Continuing Education
10. New business
 - i. Maintenance Manager Job Description
 - ii. Funding for construction projects
 - iii. Tax Referendum—Brian Hildreth
11. Adjournment

**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

Cuba Library Director's Monthly Report September 2021

	September 2021	August 2021	Sept. 2020	Sept. 2019	Sept. 2018
Circulation	2291 (adult 1262) (Juv/YA 1029)	2616 (adult 1390) (J/YA 1226)	2440 (adult 1483) (J/YA 957)	3021 (adult 1857) (Juv/YA 1164)	2429
Holds Filled	394	357	327	431	402
New Library Cards	25	15	8	18	12
Overdrive (eBooks)	463	430	435	344	299
Wifi Use	248	257	290	210	
Visits to website	851	1020	839		
Door Count	1502	1749			

Upcoming Programs

Ongoing	Take and Make crafts x2 per month sponsored by Friends of the Library
Oct. 9-16	Friends of the Cuba Library Book Sale
Oct. 12-26	Book Character Pumpkin Decorating Contest
Oct. 14-Dec 9 @ 6:30	Nutrition for Diabetes presented by Cornell Cooperative Extension
Oct. 25 @ 6:30	Madcap Puppets @ Palmer Opera House sponsored by Arts Grant
Nov. 6 @ 11:00	Wooley Trees by Peggyann Watts sponsored by Arts Grant
Dec. 4	Small Town Christmas—free family portraits by the library fireplace
Dec. tbd	Creative Professional Development via Zoom, three session by Rise Peacock

Buildings and Grounds: Great news! We are almost fully recovered from our flood damage. Storytime Room is completed, with our Maintenance Manager working on painting some of the furniture to add some finishing touches. The Community Room walls are complete and the carpet are finished as well. The wax ring behind the men's urinal went bad, leading to wet and damaged dry wall. Marty fixed that for us, and the urinal will be reinstalled on Oct. 13. The elevator is operable, with only some cosmetic dry wall work remaining to be done. The outside of the building was washed by Erick Poore of TBR Roof and Exterior Cleaning and he did a wonderful job—the building looks great.

Community Service: We hosted a booth at the Garlic Festival the weekend of Oct. 18 & 19. We shared the space with Friends of the Library. We sold postcards and tote bags, and Friends raffled off a basket. We also had a craft of garlic stamping. We had over 200 people visit our booth. Special thanks to Shauna, Janet, and Cheryl for helping to staff the booth.

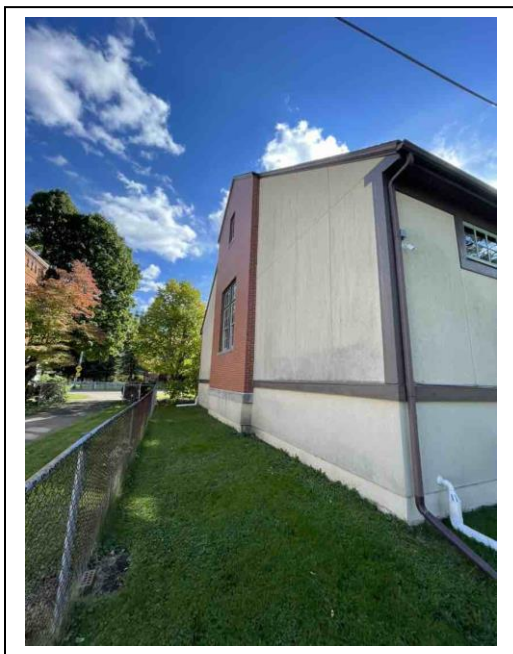
Grants: We received \$4500 from the Tri-County Arts Council as part of the Restart the Arts initiative from NYS. This grant's purpose is to jumpstart the return to live, in-person arts programs throughout the state. We have two programs already planned, and more in the works. The Allegany County Libraries received a grant from the American Library Association Communities for Immunities program to promote vaccination trustworthiness. This grant will fund the creation of two public services video for social media, as well as a panel discussion with health experts. I'm on the committee for this project.

Training: I attended a NYLA webinar with Pat Ash, President of the Friends. The webinar, "Before Friends Become Frenemies," was full of helpful information that we can apply to our working relationship with our Friends group. One point that was emphasized repeatedly was that Trustees and Friends have more in common than we might realize—they are both groups of volunteers working for the betterment of the library and community. Another point that stood out is that having a trustee liaison regularly attend Friends meetings can go a long way in building a strong and cooperative relationship between the two groups. Lastly, it is important to revisit and reaffirm the Memorandum of Understanding between the library and Friends on an annual basis, or when there is a change of board president, director, or Friends president.

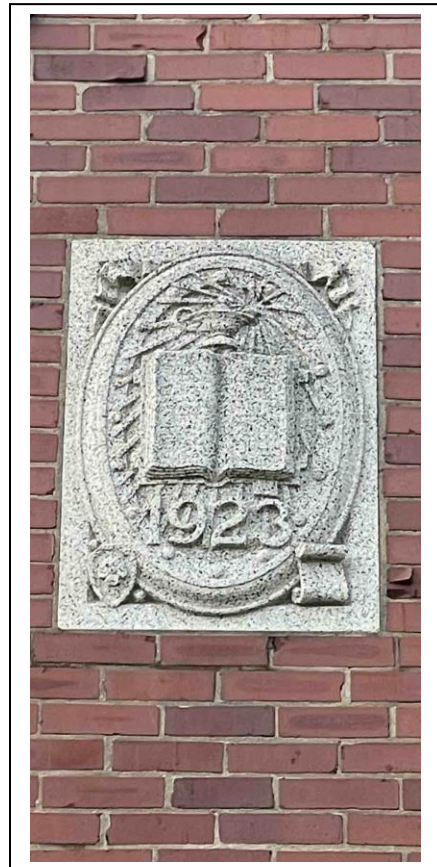
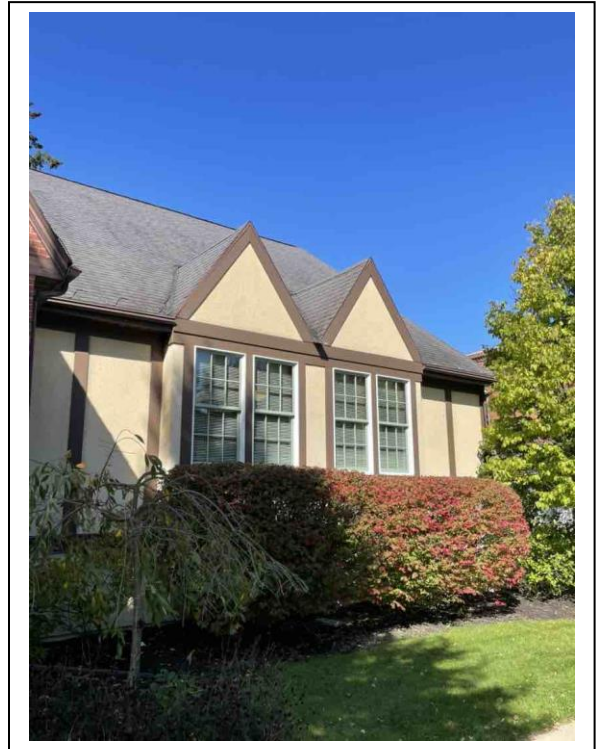
Etc: There is a currently a worldwide book shortage, due in part to low paper supplies, global labor shortages, and publishers switching to print-on-demand models. Several of the books we ordered this month have yet to arrive, and our book supplier has urged all its customers to order books months in advance to be assured they are received. I've always ordered our Standing Order books—the most popular authors—about six months in advance. So far, we have been receiving those popular authors with no problem.

Building Cleaned Oct. 1, 2021

Before



After



Youth Services Monthly Report: September 2021

Storytimes

I have spent the month planning ahead for storytimes and have 4 weeks' worth of books and themes prepared. Storytimes start October 5th/7th for preschool and toddlers. After school will begin when the community room is complete.

Teens/Tweens

Shauna's craft kits are available and appropriate for this age group and older. Other programs will begin when the community room is complete.

Outreach

Mrs. Klotz brought both her AM/PM classes on 9/29 for a storytime at the library. We were upstairs as the children room was not quite finished. Several other teachers have contacted me about one-time visits or monthly visits to the library or, in the case of a special needs class, a visit from me to them.

2 Elm Street classes have started coming weekly. They all signed up for cards and their teachers help them choose a book for their free reading time for the week. We attended the Garlic Festival. I had a 4-hour shift on Saturday and helped lots of little kids with the garlic craft as well as general conversations with the public.

Other

The children's room is nearing completion and I hope to be ready for storytimes in it by the second week of October.

Upcoming Programs

10/25 Madcap Puppets at the Opera House

September 2021 Programming

September 29	AM Pre-K (Klotz)	16 Children, 3 adults
	PM Pre-K (Klotz)	13 children, 3 adults

Maintenance Manager

Summary: oversee all installation, repair and upkeep operations of the company's facilities. Has a solid understanding of plumbing and electrical systems as well as carpentry and other crafts. Is well-versed in all maintenance process and health and safety regulations. High school diploma or equivalent; Degree from a vocational school or BSc/BA in business administration or facility management will be an advantage. Works 10-15 hours a week, including some nights and occasional weekends.

Major Responsibilities

- Develop maintenance procedures and ensure implementation
- Carry out inspections of the facilities to identify and resolve issues
- Check electrical of buildings to ensure functionality
- Plan and oversee all repair and installation activities
- Perform some general maintenance, including but not limited to, plumbing, carpentry, electrical, replacing lamps, paint, installing & moving furniture
- Monitor equipment inventory and notify director when replacements are needed
- Manage relationships with contractors and service providers
- Keep maintenance logs and report on daily activities
- Ensure health and safety policies are complied with
- Mow the lawn, rake, arrange for landscaping needs
- Shovel in winter
- Perform or arrange scheduling of annual duties such as changing filters, gutter cleaning, window washing, HVAC service, etc.

Requirements

- Proven experience as maintenance manager or other managerial role
- Experience in planning maintenance operations
- Solid understanding of technical aspects of plumbing, carpentry, electrical systems etc.
- Working knowledge of facilities machines and equipment
- Ability to keep track of and report on activity