

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

**Monday, November 8, 2021**  
**5:30pm**

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of October's Meeting
5. Treasurer's Report/Profit and Loss Report
6. Director's Report
7. Committee Reports
  - i. Finance
  - ii. Bldgs/Grounds
  - iii. Personnel
  - iv. Acquisitions/Gallery
  - v. Planning
  - vi. Programs
  - vii. Technology
  - viii. Nominating Committee
8. Unfinished Business
  - i. Flood Insurance
  - ii. Continuing Education
  - iii. Tax Referendum
  - iv. 2022 Budget
    1. 2022 Staff rate of pay
9. New business
  - i. Meeting with Rushford board—possibly Dec. 6
  - ii. Donor Plaque
10. Adjournment

**Cuba Circulation Library  
Board of Trustees Monthly Meeting Minutes  
Monday, October 18, 2021**

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

**Absent:** Trisia Young, Lionel Legry, Thomas Donahue and Bradley Weaver

**Also Present:** Tina Dalton, Lee James (Insurance agent), Pat Ash (Friends), Brian Hildreth (STLS)

**Call to Order:** The meeting was called to order by Faith Stewart at 6:32 PM

**Public Comment:** No

**Guest:** Lee James was present to advise on flood insurance. She indicated the Library was in a "100 year flood zone". She stated that we could add flood insurance to our Utica policy. For \$100,000 worth of coverage, the premium would be approximately \$1,387 per year. There would be a \$1,000 deductible. She will check what coverage for \$50,000 would cost. Once we have that info, we will move forward with a vote.

Lee also advised that she would begin changing over our Workers Comp coverage currently with Hartford to Utica, which should allow for a small reduction in premium. She will work with Tina to get this in place.

**Friends Report:** Pat Ash reported that \$909 was made from the recent book sale. She also indicated that the Painting with Friends had to be postponed due to lack of attendance. In addition, she stated that she had attended a meeting wherein, among other things, it was suggested that the Executive Directors of the Friends and the Library Board Executive Committee may want to get together for a meeting to exchange ideas and information.

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

**Treasurer's Report:** Marsha provided detailed information regarding the Statements of the Accounts. After much discussion, a motion was made by Wendy Sprague 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. In addition to the grants listed on her report, there was a \$500 Lion's Club grant for audio equipment, and a \$736 grant from STLS for hearing devices. She also indicated that borrowing of digital books was up. DVD borrowing is down.

**Committee Reports:**

**Finance:** Marsha indicated our investments were doing okay. She also reiterated our discussion from the last meeting, that is, the fact that we may want to withdraw some of the money, deposit into a more accessible account, and earmark it for special projects, such as the remodeling of the children's area. We will revisit this issue at our next meeting.

Marsha also reviewed the 2022 tentative budget. There is an increase in salaries due to, among other things, the increase in the minimum wage. Again, she reviewed in detail, and she and Tina answered all questions. There was also a discussion about the Town's reduction of funds for the Library, and the complete loss of funds within the next two years.

**Building and Grounds:** Lynn stated landscaping is ongoing. Also, the outside was pressure washed. The elevator is now operating. And, best of all, the flood repairs are almost complete.

Tina submitted information gathered by our Maintenance Manager regarding bids for the book sale room to repair the plaster wall and install epoxy flooring. We requested further information regarding the hydraulic water stop cement. She will have more information at the next meeting.

**Personnel:** Faith indicated that the committee had met. All employees will be brought up to at least the new minimum wage. Detailed info will be forthcoming so that we can finalize with the Board, hopefully, at the next meeting.

**Acquisitions/Gallery:** No report from the Chair. However, Tina did indicate that Wendy (the person who installs the monthly art) will be coming by soon to discuss when to put up the next display. Lynn Fulmer also indicated she would be willing to speak with Wendy about putting up the next display.

**Planning:** Marsha indicated the Anniversary Committee had recently met, and everything seems to be on track. Also, the Cuba Lake Association donated \$800 to that Committee. Marsha indicated there will be a meeting about the remodeling of the children's space in the near future. In addition, she revisited the issue about Trustees taking some of the seminars offered by STLS and NYLA.

**Programs:** Sara advised the Committee is working on holiday theme programs. Also dates are being discussed regarding the open house.

**Technology:** No report.

**Nominating Committee:** No report.

**Unfinished Business:**

1. **Flood Insurance:** See above under "Guest".
2. **Continuing Education:** Faith again discussed the fact there are many virtual programs presented by STLS, and we should attempt to take a course now and then. Also, Brian Hildreth indicated there will now be two hours of required annual training for Trustees. That can be done through the virtual programs, or we can have a speaker (like himself) attend meetings for a presentation.

**New Business:**

1. **Building Maintenance Position:** Tina presented a description for the Maintenance Manager. She envisions him working about 10 hrs per week. A motion by Lynn Fulmer was made to accept the job description and to formally hire Dave Wise, at his current salary as grounds keeper, as the Maintenance Manager. Sara Talbot seconded the motion, and the motion passed.
2. **Funding for Construction Projects:** No details were discussed other than Tina looking for any grant to assist.
3. **Audit vs. Financial Review:** We discussed the difference between an audit and a review, including the cost. It was decided that we want a full audit at this point, due to the turnover of bookkeepers, etc. The cost will be approximately \$4,000 to \$4,500. Tina will implement that process with our current accountant/bookkeeper and our auditor firm.

**4. Tax Referendum:** Brian Hildreth led this discussion and reminded us that the Library is one of the most trusted institutions in a community, and also one of the most diversified institutions in the community. He reminded us that it is our job to advocate for the Library. He also advised that the Cuba Rushford Library tax rate is the fourth lowest tax rate in Allegany County (out of twelve libraries). There was much discussion regarding this information. We will continue to work with STLS on this issue.

With respect to our request to amend our Charter regarding the number of Trustees, Brian indicated we may have a Resolution and Motion from the NYLA by February 2022.

Tracy Knavel made a motion to adjourn the meeting. Wendy Sprague seconded the motion, and the motion passed. Meeting adjourned at 8:20 P.

Respectfully submitted:

Sharry Semans, Secretary

**Cuba Library Director's Monthly Report  
October 2020**

	<b>Oct. 2021</b>	<b>Sept. 2021</b>	<b>Oct. 2020</b>	<b>Oct. 2019</b>	<b>Oct. 2018</b>
Circulation	2223 (adult 1171) (J/YA 1052)	2291 (adult 1262) (J/YA 1029)	2512 (adult 1450) (J/YA 1062)	3362 (adult 2043) (J/YA 1319)	2925
Holdings Filled	381	394	344	463	452
New Library Cards		25	7	20	14
Overdrive (eBooks)		463	408	322	369
Wifi Use	261	248	269	219	
Visits to website	841	851	1004		
Door Count	1548	1502			

**Upcoming Programs**

Nov. 6 @ 11:00      Wooley Trees by Peggyann Watts sponsored by Arts Grant  
 Nov. 16 @ 6:30      Library Open House  
 Nov. 30 @ 6:30      Gnomes craft  
 Dec. 4 @ 10-1      Small Town Christmas—free family portraits by the library fireplace  
 Dec. 8 @ 6:30      String Art Ornaments

**Programming:** For the last couple weeks of October, we held a pumpkin decorating contest where participants were encouraged to decorate a pumpkin like their favorite literary character. This is only the second year we've held this event, and this year we had 40 participants—a big jump in numbers compared to last year. We had many very creative entries, and it was a real challenge for staff to vote on our favorites. We had 11 winners in all. Aside from age categories, we also had winners in categories such as Scariest, Staff Favorite, Cutest, and Most Realistic.

**Community Activities:** On Oct. 6, I attended Senator Borrello and Assemblyman Giglio's Town Hall meeting at the Palmer. I had the opportunity to ask them about their efforts towards expanding broadband access in our rural community, and to express the library's support of this initiative.

On Oct. 26, I spoke as a guest at the Current Topic Club, at the invitation of Cindy Dutton. I spoke about the future of libraries, and specifically the future of the Cuba Library. It was a wonderful opportunity to touch base with members of our community, and find out what services they look forward to at our library.

**Professional Development:** Cherilyn, Shauna, and I attended the Association of Rural and Small Libraries conference in Reno, NV, from Oct. 20-24.

**2021 Grants:** Last month Faith inquired as to how many grants I had written and received this year:

Restart the Arts:	4500.00
Manley:	8314.80
United Way:	3750.00
Friends of the Cuba Library:	3000.00
Libraries Transform Communities:	3000.00
STLS Outreach:	736.00
Patriot Digitization:	8000.00
Lions SEE:	500.00
Allegheny Area Foundation:	327.00
<b>Total grants in 2021:</b>	<b>32,127.80</b>

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State Construction Aid (received this year, written last year):	31,324.00
2021/2022 Appalachian Regional Commission Grant Project: (written and applied for. Notification of award comes in 2022)	20,076.00