

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

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

**Absent:** Trisia Young and Tracy Knavel

**Also Present:** Tina Dalton, and Pat Ash (Friends)

**Call to Order:** The meeting was called to order by Sara Talbot at 5:38 PM. (Faith Stewart came in a few minutes later and took over the meeting.)

**Public Comment:** No

**Friends Report:** Pat Ash reported that the flash sale on December 4<sup>th</sup> went well. She also advised that Friends will be funding us with \$6,000 in the new year, which will include four items on Tina's wish list.

**Minutes of Previous Meeting:** Sara pointed out very minor changes to be made. Sara moved to accept the Minutes of the November meeting with the minor changes. Lynn Fulmer seconded the motion, and the motion passed.

**Treasurer's Report:** Marsha provided detailed information regarding the Statements of Activities. It was noted there appeared to be a double entry for library equipment, which will be looked into. After more discussion, a motion was made by Sharry Semans to accept the reports. Lin Assink seconded the motion, and the motion passed.

**Director's Report:** Tina reviewed her report and commented on Cherilyn's report. She noted that we did well with the family portraits which were donated for the Small Town Christmas celebration. Also, circulation seems to be going up, and people have started to come back to the Library.

**Committee Reports:**

**Finance:** Marsha indicated our investments took a hit. She is going to talk with Jill Plekis about withdrawing some of the money, depositing it into a more accessible account, and earmarking it for special projects, such as the remodeling of the children's area. We will revisit this issue at our next meeting.

**Building and Grounds:** Lynn indicated that Mike Miller will be hired to paint downstairs.

Tina provided an estimate from Double D Contracting for work in the book room and the men's room. Lynn moved to hire Double D Contracting for the work outlined in his estimate. Tom seconded the motion, and the motion passed. Tina and Dave Wise will implement the action.

**Personnel:** Tina indicated that Wayne Oonk, our IT person, has quit, with no notice. Tina has talked with STLS, and she believes most everything regarding our IT needs can be handled by STLS and Cherilyn Wise. Accordingly, we will not hire anyone at this point. Also, STLS will be going through Tina's computer to confirm nothing was lost or corrupted, etc.

**Acquisitions/Gallery:** No report.

**Planning:** Marsha indicated there will be a meeting about the remodeling of the children's space in the near future. Tina stated that she will be sending out letters to architects inviting them to make a proposal for the renovations.

Marsha also briefly discussed the upcoming Anniversary plans. We have rented a tent, and since it will be set up for a Friday, we are discussing if we should keep it up for the weekend and allow other organizations to use it. We will revisit the issue.

Also, Marsha would like to review our Long-Range Plan in the near future. She will let us know.

In addition, she revisited the issue about Trustees taking some of the seminars offered by STLS and NYLA. There was a brief discussion about Board self-evaluation and possibly a retreat.

**Programs:** No report.

**Technology:** No report.

**Nominating Committee:** Lynn indicated that all the present Trustees will continue. She will have a slate of Officers for the Annual Meeting next month.

**Unfinished Business:**

1. **Flood Insurance:** No discussion.
2. **Continuing Education:** Sharry provided a handout of the new regulation, and reviewed information she received from Brian Hildreth. Starting in January, we will unofficially begin to take two hours of training for the year and collect certificates and proof thereof.
3. **Tax Referendum:** A meeting was held with some members of the Board of the Rushford Free Library Trustees and Cuba Library last week. The two libraries shared information on their budget and upcoming funding requests.
4. **Budget:** Marsha and Tina reviewed the 2022 budget. After some discussion, Brad moved to approve the budget for 2022, and Lin Assink seconded the motion. The motion passed.
5. **Tax Levy:** A motion was made by Tom to approve the proposed amount of \$226,237 for the tax levy. Brad seconded the motion, and the motion passed.
6. **Staff Rate of Pay:** Tina provided a handout of proposed pay rates for the entire staff. Marsha moved to approve the pay rates. Lynn Fulmer seconded the motion, and the motion passed. See attached.

**New Business:**

1. **Revision of By-Laws:** A draft of proposed By-Laws was distributed and discussed. Sharry will make the proposed revisions, and the document will be ready to approve at the Annual Meeting.
2. **Committees:** There was discussion about cancelling some of the committees and setting up new ones. After some discussion, the committees will be updated in the new By-Laws.

**Executive Session:** At 7:00 P, Sharry moved to go into executive discussion to discuss personnel matters. Brad seconded the motion, and we moved into Executive Session. After the discussion, Lin moved to go out of Executive Session. Lynn seconded the motion, and the motion passed.

Lin Assink made a motion to adjourn the meeting. Sara seconded the motion, and the motion passed.  
Meeting adjourned at 7:15 P.

Respectfully submitted:

Sharry Semans, Secretary

<b>Name</b>	<b>Position</b>	<b>2022</b>	<b>Hours per week</b>	<b>Weeks/Year</b>	<b>2022 Salary</b>
Wise, David*	Groundskeeper	14.00	10	52	7280
Robinson, Colleen*	Custodian/Library Page	14.00	15	52	10,920
Comes, Shauna	Senior Library Assistant	17.00	30	52	26,520
Krull, Hannah	Library Assistant	16.25	2	52	1,690
Stuck, Christian*	Library Page	13.86	15	52	10,811
Rhodes, Janet	Senior Library Assistant	18.55	16	52	15,434
Wise, Cherilyn	Youth Services Coordinator	22.55	32	52	37,523
Dalton, Tina	Library Director	23.66	40	52	49,213
					159,391