

Agenda

2022 Annual Meeting Cuba Circulating Library Board of Trustees

Monday, January 10, 2022

1. Call to order
2. Nominating Committee Report
 - a. Introduction of new trustees:
 - b. Election of officers for 2022
3. Committee Appointments for 2022
4. Adoption of revised by-laws
5. Adjournment

BY-LAWS
Cuba Circulating Library Association

By-Laws of the Cuba Circulating Library Association, duly adopted at the Annual Meeting of the Library Board held on Monday evening, January 9, 1961, and last amended at the January _____, 2022, Annual Meeting of the Board of Trustees.

MISSION STATEMENT: The Cuba Circulating Library Association is dedicated to free and equal access to information, knowledge, learning and the joys of reading for our diverse community.

PREAMBLE: Pursuant to the Certificate of Incorporation of the Cuba Circulating Library Association dated September 21, 1872, and duly recorded in the Allegany County Clerk's Office in Liber "E" of the Miscellaneous Records at Page 271, the Charter dated October 9th, 1872, granted to the Cuba Circulating Library Association by the Regents of the University of the State of New York, and all Amendments thereto, the following By-Laws are hereby adopted for the Cuba Circulating Library Association.

BY-LAWS

1. NAME OF ORGANIZATION:

- a. The name of the organization shall be the Cuba Circulating Library Association (hereinafter referred to as "Library").

2. FISCAL:

- a. The fiscal year of the Library shall be the calendar year.

3. BOARD OF TRUSTEES:

- a. The Library shall be governed by a Board of Trustees. The Board shall consist of twelve (12) members, elected for terms of three (3) years each. Newly elected members will take office at the first meeting following the Annual Meeting.
- b. Eligibility for office shall be limited to adults residing property within the geographical limits of the Library district.
- c. Absence from three (3) consecutive meetings shall constitute automatic dismissal from the Board unless the Board defers this dismissal by majority vote. The President shall inform the absent Board member in writing that he/she is no longer on the Board. If dismissal is deferred by Board action, the President shall inform the absent Board Member in writing the conditions of this deferral.
- d. No member shall serve for more than two consecutive three (3) year terms.
- e. Any vacancy shall be filled by special election by the remaining members of the Board for the remainder of the term of that particular position.
- f. The Board may remove a Trustee for misconduct, incapacity, or neglect of duty.
- g. Each Trustee shall have one (1) vote, irrespective of office held.
- h. A Trustee must be present at a meeting to have his/her vote counted.
- i. A majority of the whole Board (including vacancies) is required for any motion to pass.
- j. All actions of the Board shall be of the Board as a unit. No Board member shall act on behalf of the Board, on any matter, without prior approval of the Board. No Board member by virtue of his/her office shall exercise any administrative responsibility

with respect to the Library nor, as an individual, command the services of any Library employee.

4. OFFICERS

- a. The officers of the Board shall be the President, Vice-President, Secretary and Financial Officer, elected annually by the Board at the Annual Meeting. These officers shall serve for a period of one (1) year or until their successors shall have been duly elected.
- b. The duties of such officers shall be as follows:
 - i. The **President** shall preside at all meetings of the Board, authorize calls for any special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with that office.
 - ii. The **Vice President**, in any event of the absence or disability of the President, or of a vacancy in that office, shall assume and perform the duties and functions of the President.
 - iii. The **Secretary** shall record a true and accurate record of all meetings of the Board, and shall perform such other duties as are generally associated with that office.
 - iv. The **Financial Officer** will oversee the accounting of Library funds and chair the Finance Committee. The Financial Officer may review all bank and investment account statements, financial reports of current income and expenses and the monthly reconciliation of accounts. The Financial Officer will present the income and expense statements as well as the monthly investment account statements at the Board of Trustees monthly meetings. In addition, the Financial Officer may assist in budget preparation, represent the Library at local budget hearings, and request funding from outside sources when necessary. The Financial Officer should be aware of all written Board approved fiscal policies and the basic financial procedures used by the Library. The Financial Officer shall be aware of the Library's funding sources; and will make recommendations to the Board on the acquisition and disbursement of funds where appropriate.

5. DIRECTOR

- a. The Board shall appoint a Director who shall be the Chief Executive Officer of the Library corporation and shall have charge of the administration of the Library under the direction and review of the Board. The Director shall be responsible for the care of the buildings and equipment; for the employment and direction of the staff; for the efficiency of the Library's service to the public; and for the operation of the Library under the financial conditions contained in the annual budget.
- b. The Director is specifically charged with authorization and approval of all invoices to be paid, authorization and approval of payroll, and preparation of all cash deposits.

- c. The Director shall render and submit to the Board reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency and quality of Library service. The Director shall attend all Board meetings except the portion of the meeting at which the Director's appointment or salary is to be discussed or decided.

6. COMMITTEES

- a. A nominating committee shall be appointed by the President three (3) months prior to the Annual Meeting who will present a slate of officers and names of candidates for new Trustees. Additional nominations may be made from the floor.
- b. In the event of a resignation in the mid-term, the President will appoint a Nominating Committee to present nominee(s) at the next regular meeting.
- c. Committees for specific purposes may be appointed by the President. Such committees shall serve until the completion of the work for which they were appointed.
- d. The following standing committees are hereby created and the President shall appoint a chairman and such additional members as may be required for each committee at the Annual Meeting to act for the ensuing year, to wit:
 - i. Planning Committee
 - ii. Finance Committee
 - iii. Building and Grounds Committee
 - iv. Personnel Committee
 - v. Technology Committee
 - vi. Liaison with Friends
 - vii. Education Committee
- e. All committees shall make a verbal or written progress report to the Board at each of its meetings.
- f. No committee will have other than advisory powers unless, by suitable action of the Board, it is granted specific power to act.
- g. The President shall be, ex officio, a member of all committees.

7. MEETINGS

- a. Meetings shall be held on the second Monday of each month at 5:30 PM at the Library, or at another date, time and location as agreed to by the Board.
- b. Notices for regular or special meeting shall be sent at least five (5) days before the meeting. Members of the Board accept responsibility for attendance of at least fifty percent (50%) of Board and Committee meeting when he/she accepts a position on the Board.
- c. A special meeting of the Board may be called by the President or upon written request of three (3) members to the President, or all members, for the transaction of business stated in the call of the meeting.

- d. The Annual Meeting shall be held in January of each year. The business transacted at this meeting shall include the election of new trustees and new officers.
- e. The operating and financial reports for the previous year shall be presented at the regular meeting in January.
- f. The final budget for the subsequent calendar year shall be presented for approval at the regular meeting in
- g. A simple majority of the whole Board (including vacancies) shall constitute a quorum for the conducting of all business. A majority of the whole Board (including vacancies) is required for any motion to pass. If a quorum is not present at a regular meeting, the attending members may set a date for another meeting to be held within one week, and the presiding officer shall notify the absent members of this specially called meeting.
- h. The order of business for regular meetings shall include, but not be limited to, the following items:
 - i. Call to order
 - ii. Public comments
 - iii. Friends report
 - iv. Approval of minutes
 - v. Approval of Financial Officer's report
 - vi. Report of Committees
 - vii. Unfinished business
 - viii. New business
 - ix. Director's report
 - x. Adjournment

8. Amendments

- a. Amendments to these Bylaws may be proposed at any regular meeting and shall be voted upon at the next regular meeting. Written notice of the proposed amendment(s) shall be sent to all absent members at least ten (10) days prior to the voting session. A simple majority of the whole Board (including vacancies) shall be sufficient for adoption of an amendment.

9. Revocation of Former By-Laws:

All By-Laws and resolutions of this Library Board heretofore adopted and inconsistent with or contrary to the foregoing By-Laws are hereby revoked.

Approved by the Board of Trustees

Dated: _____

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 150 Years!

Monday, January 10, 2022
5:30pm

1. Call to order
2. Public Comments
3. Friends Report
4. Minutes of December's Meeting
5. Financial Officer's Report
6. Director's Report
7. Committee Reports
 - i. Planning
 - ii. Finance
 - iii. Bldgs/Grounds
 - iv. Personnel
 - v. Technology
 - vi. Liaison with Friends
 - vii. Education
- b. Ad hoc committees
 - i. Children's Area Renovation
 - ii. Anniversary
 - iii. Tax Referendum
8. Unfinished Business
9. New business
 - i. Tax Cap Resolution
 - ii. Board evaluation
10. Adjournment

**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 4th 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

Name	Position	2022	Hours per week	Weeks/Year	2022 Salary
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

**Cuba Library Director's Monthly Report
December 2021**

	Dec. 2021	Nov. 2021	Dec. 2020	Dec. 2019	Dec. 2018
Circulation	2053 (adult 1156) (J/YA 897)	2328 (adult 1234) (J/YA 1094)	2090 (adult 1370) (J/YA 720)	3205 (adult – 1929) (Juv/YA – 1276)	2518 (adult – 1632) (Juv/YA – 886)
Holds Filled	308	319	322	420	431
New Library Cards	4	8	2	9	7
Overdrive (eBooks)	425	460	496	324	344
Wifi Use	242	230	232	209	
Visits to website	656	791	645	675	
Door Count	1430	1286			

Upcoming Programs

Jan. 10-Feb. 28	Winter Reading Program (teens and adults)		
Jan. 4-6 @ 6:00	Professional Development for Creatives Rise Peacock		
Jan. 20 @ 11:00 am	BrainDance for Elders		Benjamin Berry
Jan. 25 @ 6:30	Author Talk: Homicide of a Rat	Isaiah Rashad	
Feb. 19 @ 9:00 am	Wintery Watercolor Landscapes		Theresa Heinz

Personnel: I completed the annual staff evaluations. I'm very pleased with the team we have right now. They work together quite well, and really go above and beyond to serve the public. This year has been trying—not only are we still dealing with COVID, but we also had the flood disaster and reconstruction to get through. The staff has been excellent in their service to the library and community this year.

Grants: We have four hearing assistive devices available for check out. The purchase of these devices was made possible through an outreach mini-grant from STLS.

150th Anniversary: The Anniversary committee met on 12/4. Over the course of the month, we finalized the newsletter announcing our yearlong celebration that will be mailed to all Cuba, Black Creek, and West Clarksville postal customers. The printing and mailing process is currently under way.

Tax Vote: A few members of the Cuba board and Rushford boards met on Dec. 6 to discuss the 2022 tax vote. Throughout this month I've been working with the Rushford director to develop a list of FAQs for the public. We are also developing a joint letter to send to the CRCS superintendent. I have had the opportunity to speak with both the Village Mayor and Town Supervisor to make them aware of our plans. I will present at both the village and town board meetings in February. We are meeting with Brian Hildreth again on January 13.

Youth Services Monthly Report: December 2021

Storytimes

We had 2 storytimes for the 3-4 year old group and 1 for the 2-3 year old group. We did Christmas stories for all of these, as well as Christmas crafts and songs. We also have a felt tree that Marsha gave me that the kids enjoyed decorating each week. The younger group is smaller and 2 of the other scheduled days, the families were unable to come for various reasons. Hopefully this group can continue to grow this winter/spring. I also offered a family storytime for all ages. I had two families that day, one of which is not a “normal” attendee so that was good.

K-3 Group

Flyers have been taken to the school to advertise this group and I am looking forward to re-growing that group.

Teens/Tweens

Now that the community room is ready to be used, I am planning for some activities for older children/youth. These will begin in January, with a Teen Advisory Board interest meeting co-hosted by Tina and me. Tween activities will begin mid January as well. These will be rotating clubs, such as cooking, crime solving, storytelling, chess, etc. The official schedule is still to be determined but this gives tweens an easy jumping in point multiple times throughout the year.

Outreach

I had 3 classroom visits: 2 came here, 1 was at the school. I did Christmas stories for these groups as well.

Other

The Ron's Gone Wrong movie showing had fewer in attendance than I anticipated. I assume people are being cautious with Covid on the rise, which is probably a good thing. It is also likely that many ended up quarantined after the holiday.

Upcoming Programs

January 10 Teen Advisory Board meeting
January 11 – February 15 Tween Cooking Club
January 13 Beginning K-3 group

*We currently do not have many registered for the Tween/K-3 groups and may postpone starting them until the current surge is over.

December 2021 Programming

December 7	Preschool University	5 children, 4 adults
December 8	Quattrone Class Visit	6 children, 3 adults
December 9	Norton Class Visit	5 children, 3 adults
December 11	Family Storytime	4 children, 3 adults
December 14	Preschool University	6 children, 5 adults
December 15	Bump Class Visit	17 children, 2 adults
December 16	Toddler University	2 children, 2 adults
December 30	Ron's Gone Wrong Movie	6 children, 3 adults

RESOLUTION RE TAX LEVY INCREASE

WHEREAS, the Cuba Circulating Library approved its 2022 Budget at its Board of Trustees Meeting held on December 13, 2021, and

WHEREAS, the adoption of this 2022 budget for the Cuba Circulating Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

WHEREAS, General Municipal Law Section 3-c expressly permits the Board of Trustees to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

RESOLVED, that the Board of Trustees of the Cuba Circulating Library voted and approved to exceed the tax levy limit for 2022 by at least the sixty percent of the Board of Trustees of the board of trustees as required by state law on January 10, 2022.

Faith Stewart, President

This is a Certified Copy of Resolution that was passed at a Meeting of the Board of Trustees at which a quorum was present on January 10, 2022.