

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

Monday, February 14, 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
 1. Individuals and groups to reach out to
8. Unfinished Business
 - i. Charter resolution and petition
9. New business
 - i. Annual Report
 - ii. Disaster Plan
 - iii. Faxing prices
10. Adjournment

**Cuba Circulation Library
Board of Trustees Annual Meeting Minutes
Monday, January 10, 2022**

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

Also Present: Tina Dalton

Absent: Trisia Young

Call to Order: Faith Stewart called the meeting to order at 5:30 P.

Nominating Committee Report: Lynn Fulmer indicated all present sitting Trustees would remain the same.

Election of Officers:

President: Faith Stewart
Vice President: Sara Talbot
Financial Officer: Marsha Long
Recording Secretary: Sharry Semans

A motion to accept and seat the Officers was made by Lynn Fulmer, and seconded by Wendy Sprague. The motion passed.

Faith Stewart handed out the following Committee appointments. The first person listed will be Chair of that Committee.

Committee Appointments:

Buildings & Grounds – Fulmer, Weaver, Legry, Young
Finance – Long, Stewart, Assink, Dalton
Liaison to the Friends – Talbot, Young, Sprague, Knavel
Personnel – Stewart, Semans, Donahue, Dalton
Planning – Long, Semans, Sprague, Dalton, Wise
Technology – Legry, Knavel, Assink, Dalton
Education – Semans, Weaver, Donahue
Corresponding Secretary – Lynn Fulmer

Adoption of By-Laws: A motion was made by Sara Talbot to adopt the revised By-Laws dated January 10, 2022. Lynn Fulmer seconded the motion and the motion passed.

Tom Donahue made a motion to adjourn the meeting at 5:35 PM, and Marsha Long seconded it. Passed

Respectfully submitted: Sharry Semans, Secretary

**Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, January 10, 2022**

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

Absent: Trisia Young

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

Call to Order: The meeting was called to order by Faith Stewart at 5:35 PM.

Public Comment: No

Friends Report: Pat Ash reported there will be a June book sale. She also requested that one of our Trustees attend the Friend's February 1st meeting to explain about the tax referendum. Faith volunteered. She also announced that plans for Cheers, Cheese, and Chocolate are moving forward. The date for this event is set for Friday, June 3, 2022.

Minutes of Previous Meeting: Lin Assink moved to accept the minutes of the December meeting. Marsha Long seconded the motion, and the motion passed.

Financial Officer's Report: Marsha provided detailed information regarding the Statements of Activities. No one had any questions or input. A motion was made by Lynn Fulmer to accept the reports. Wendy Sprague seconded the motion, and the motion passed.

Director's Report: Tina reviewed her report and commented on Cherilyn's report. She advised we would be handing out Covid test kits tomorrow, and requested volunteers. She also reiterated that we now have hearing assistive devices courtesy of a mini-grant from STLS. Tina feels that, generally, things are going well.

Committee Reports:

Planning: Marsha scheduled a meeting for January 19 at 1:00 PM. At that time, among other things, Marsha would like to review to review our Long-Range Plan.

Finance: Marsha indicated our investments actually made money last month, and we had a yearly increase of approximately \$152,000. We again discussed 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. A motion was made by Marsha to move \$75,000 from the Endowment Account to a cash account with Morgan Stanley, the money to be earmarked for the renovation of the children's area. Lynn Fulmer seconded the motion, and the motion passed.

Marsha and Tina then explained about our financial policy requiring that any donation over \$99 went into our Endowment Account. They further explained that, if we were able to use future donations up to \$250, (which donation did not have specified requirement from the donor), toward this year's anniversary celebration, it would help a great deal with our expenses. After

some discussion, a motion was made by Lynn Fulmer to use any donation with no specified requirement by the donor, up to the amount of \$250, to be used toward the anniversary celebration, and to all include all donations up to October 31, 2022. The motion was seconded by Brad Weaver, and the motion passed.

Building and Grounds: Lynn indicated that David Wise gave her a report regarding repairs/maintenance. She indicated David redid some trim, put backing on some of the DVD shelves, and treated and waxed some of the tables. Bob Gleason is fixing the squeaky chairs. Austin fixed the side door. Marty will be back to finish up the “punch list” resulting from his remodel of the downstairs.

Work on the book room will be starting soon.

Personnel: No report

Technology: No report.

Liaison with Friends: Faith asked that at least one person from the committee attend the Friend’s meetings.

Education: Sharry indicated they would be meeting soon.

Ad hoc Committees:

1. **Children’s Area Renovation:** Tina indicated she has sent letters to architects and she is getting some responses.
2. **Anniversary:** Tina indicated the flyer/newsletter is out for printing.
3. **Tax Referendum:** Though there is no formal committee appointed, it appears that Faith, Marsha, Tom and Tina will be meeting with Brian Hildreth on January 13 for continued discussions.

In addition, Tina has been talking with the Rushford Library Director, and it has been agreed that Cuba and Rushford libraries will send a letter to the school requesting a joint ballot.

Tina has talked to the Town Supervisor and Village Mayor advising them of our tax referendum request and requested their assistance in advocating for us. Both have agreed to help.

Unfinished Business: None.

New Business:

1. **Tax Cap Resolution:** Faith read the following resolution:

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 as required by state law on January 10, 2022.

A motion was made by Brad Weaver and seconded by Lin Assink to approve this Resolution. The motion passed.

2. Board Evaluation: We discussed the items on an Evaluation Form which had previously been sent to us. After discussion, the general consensus is that we are doing pretty well. One of the issues we are going to address is updating our mission statement. Sara made a motion to adjourn the meeting. Tracy seconded the motion, and the motion passed. Meeting adjourned at 6:35 P.

Respectfully submitted:

Sharry Semans, Secretary

Cuba Library Director's Monthly Report

January 2021

	January 2022	December 2021	January 2021	January 2020	January 2019
Circulation	2309 (adult 1297) (J/YA 1012)	2053 (adult 1156) (J/YA 897)	2227 (adult 1290) (J/YA 937)	3164 (adult 1973) (J/YA 1191)	2793 (adult 1782) (J/YA 1011)
Holds Filled	405	308	4	452	503
New Library Cards	13	4	5	18	10
Overdrive (eBooks)	462	425	502	332	347
Wifi Use	225	242	219	171	
Visits to website	899	656	695		
Door count	1461	1430			

Upcoming Programs

Feb. 1-Feb. 28	Tiny Art Show*	
Feb. 12 @ 12:00 pm	Seed and House Plant Swap	Grow It Forward
Feb. 19 @ 9:00 am	Wintery Watercolor Landscapes	Theresa Heinz
Feb. 22 @ 11:00 am	Preventing Identity Theft	Tina (ftc.org)
Mar. 1 @ 11:00 am	Chair Yoga	Jane Gram
Mar. 2 @ 7:00 pm	Dogs of Chernobyl via Zoom*	Stephen Quandt
Mar. 16 @ 6:30	Alcohol Inks on Glassware	Patience Wnek
Mar. 22-Apr 12 @ 11 am	Eat Smart and Live Strong	Nicole Blough (CCE)

Test Kit and Mask Giveaway: Allegany Health Dept provided Allegany libraries with COVID Rapid Test kits and N95 masks to giveaway to members of the community. Our first giveaway was on Jan. 11. We gave away 120 test kits by 2 pm. Thank you to Sharry Semans, Lynn Fulmer, Brad Weaver, and Gail Guilfoil for assisting with the morning rush! We received additional kits and masks to give away on Saturday, Jan. 29. These kits have not been in as high demand, and we still have some kits and masks at this time.

Bldg and Grounds: The work on the walls in the men's bathroom and the book sale room. Dunbar and Sons are making quick work of the project, and finished on Feb. 3. The book sale room was replastered as originally planned. Instead, this wall was finished with water-resistant drywall. They also discovered a leaking pipe on this wall, which turned out to be an uncapped, no-longer-in-use downspout for the gutter system. They patched up the pipe and capped it off from the outside.

Youth Services Monthly Report: January 2022

Storytimes

We had a total of 6 storytimes for the youngest children. January was a winter-centric storytime theme. We did a lot of wintry stories and crafts, including painting with ice cubes. We also did an “Opposites” storytime. For that class, we did a black/white process art project to practice cutting and gluing with few parameters other than noticing the opposite colors and making fun shapes with scissors and paper punches.

K-3 Group

K-3 group has met twice so far. The first week was mostly getting to know you activities. This group is full with a waiting list. I also did opposites with this group, challenging them with a few rounds of red light/green light during which they did the opposite of what is done normally. We also did a black/white art project, similar to the younger group. We have a teen volunteer who has started to help with that group. It’s a great help to have another person to go open the restroom or help hand out snack, etc.

Teens/Tweens

Cooking club is very popular. The first 6 week session is full and after 3 weeks, no one has stopped coming with no warning. We made English muffin pizzas, baked “French fries,” and mini apple pies with cinnamon rolls. We have 3 weeks in February. Because the waiting list is equal to a full class, I am going to offer it again to a separate group. That will take tween programming up through spring break.

Teens had the first teen advisory meeting. They had some good ideas and we are planning some activities for March.

Outreach

I had 4 classroom visits: 1 came here, 3 were at the school. I did a variety of stories, depending on the age group and sang a few songs with each.

Other

Tina and I attended CRCS’ STEAM night. We took our snap circuit kits and had them available for the kids and their families to play with and build different projects. They had a lot of fun. We also had a few of our STEAM kits on display. The Monday after, one of the families came into the library and checked out the kit that includes snap circuits as well as a drawing robot.

Upcoming Programs

Shauna is coordinating an online scavenger hunt/mystery across several Allegany county websites. This is for ages 9-19 and will be available until February 26.

A second cooking club will begin in March.

January 2022 Programming

January 4	Preschool University	4 children, 4 adults
January 5	CRCS Visit - Quattrone	5 children, 3 adults
January 10	Teen Advisory	3 teens, 3 adults
January 11	Preschool University	3 children, 3 adults
	Tween Cooking Club	8 children
January 13	Toddler University	1 child, 1 adult
	After School Explorers	11 children
January 18	Preschool University	2 children, 2 adults
	Tween Cooking Club	10 children
January 19	CRCS Visit - Bump	16 children, 1 adult
January 20	Toddler University	1 child, 1 adult
January 25	Preschool University	2 children, 2 adults
	Tween Cooking Club	9 children
January 26	CRCS Visit Pre-K AM	17 children, 3 adults
	CRCS Visit Pre-K PM	15 children, 3 adults
January 27	After School Explorers	10 children, 1 teen
January 28	CRCS STEAM Night	12 multi

**PETITION FOR AMENDMENT OF CHARTER
TO THE REGENTS OF THE UNIVERSITY OF THE STATE OF NEW YORK**

We the undersigned, being the president and secretary of the Cuba Circulating Library Association do hereby apply to the Regents of the University of the State of New York for an amendment to the absolute charter of the Cuba Circulating Library Association, and do make, sign and acknowledge the following statements:

1. The name of the corporation is Cuba Circulating Library Association.
2. An absolute charter was granted to this corporation on October 9, 1872, which charter was amended on May 27, 1926 and October 4, 2002.
3. The trustees hereby request that the absolute charter be amended to state that the current number of twelve trustees as stated in the absolute charter be changed to a range of trustees which shall not be less than seven nor more than eleven with the current number being eleven.

IN WITNESS WHEREOF, we have made, signed and acknowledged this application on the _____ day of _____ 2022.

Faith Stewart, President
Board of Trustees
Cuba Circulating Library Association

Sharry Semans, Secretary
Board of Trustees
Cuba Circulating Library Association

STATE OF NEW YORK)
 ss:
COUNTY OF ALLEGANY)

On this _____ day of _____ 2022 before me personally came Faith Stewart and Sharry Semans, to me known to be the persons described in and who executed the foregoing application, and they severally duly acknowledged to me that they executed the same.

**RESOLUTION OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF
CUBA CIRCULATING LIBRARY ASSOCIATION**

We the undersigned being the president and secretary of Cuba Circulating Library Association, a corporation organized and existing pursuant to an absolute charter granted by the Regents of the University of the State of New York, hereby certify that the following is a true and complete copy of a resolution duly adopted by the affirmative vote of not less than three-fourths of the whole number of trustees at a meeting held on the ____ day of _____ 2022, and that such resolution remains in full force and effect.

RESOLVED: That the board of trustees of Cuba Circulating Library Association hereby requests that the Board of Regents of the University of the State of New York amend the absolute charter of such corporation to state that the current number of twelve trustees as stated in the absolute charter be changed to a range of trustees which shall not be less than seven nor more than eleven with the current number being eleven; and be it further

RESOLVED: That the President and Secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed "To the Regents of the University of the State of New York" for such purpose.

IN WITNESS WHEREOF, we have made, signed and acknowledged this application on the ____ day of _____ 2022.

Faith Stewart
President, Board of Trustees
Cuba Circulating Library Association

Sharry Semans
Secretary, Board of Trustees
Cuba Circulating Library Association

STATE OF NEW YORK)
 ss:
COUNTY OF ALLEGANY)

On this ____ day of ____ 2022 before me personally came Faith Stewart and Sharry Semans, to me known to be the persons described in and who executed the foregoing application, and they severally duly acknowledged to me that they executed the same.

Fax prices

Recently the question of fax pricing went around the STLS listserv. I was surprised to learn that we are the most expensive of all the libraries who shared their pricing. It costs us 0.09¢ per page to send or receive a fax.

Cuba	cover sheet free; \$1.00 per page to send. 0.25¢ to receive
Dundee	\$1.00 for up to the first 5 pages and .10 for each additional page
Savona	\$1 per 5 pages
Canisteo	\$1.00 per whole fax
Whitesville	\$1 for the first page and \$0.50 for each additional page
Almond	.25 per page
Belmont	\$2.00 for the entire fax to send
Belfast	.50 to send and .35 to receive
Bath	\$.50 per sheet
Watkins Glen	\$2.25 for first sheet and 25 cents for each additional
Fillmore	cover sheets free, \$1 for first page & 25¢ each page after that