

**Cuba Circulation Library  
Board of Trustees Monthly Meeting Minutes  
Monday, February 14, 2022**

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

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

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

**Call to Order:** The meeting was called to order by Faith Stewart at 5:30 PM.

**Public Comment:** None

**Friends Report:** Pat Ash reported the Friends were having their membership drive. She is pleased with the book room, and volunteers are in the process of cleaning it. Spring tea is scheduled for April 28.

**Minutes of Previous Meeting:** Wendy Sprague moved to accept the minutes of the Annual meeting. Tracy Knavel seconded the motion, and the motion passed. Lynn Fulmer moved to accept the minutes of the January meeting. Lin Assink seconded the motion, and the motion passed.

**Financial Officer's Report:** Marsha provided two options for the Budget vs. Actuals report to choose from. The difference is the last column which indicates either “% of Budget” or “% Remaining”. We chose the form which indicates “% Remaining” for the form of the reports. However, there were some minor errors on the report, and also on the Statement of Activity Report and the Statement of Financial Position. Therefore, we did move to accept any of the reports.

**Director's Report:** Tina reviewed her report. She is very pleased with the number of attendees at recent programs, as well as number of books being borrowed, and generally everything is going well. She also commented on Cherilyn's report. We all agreed that Cherilyn is doing a fabulous job. We also all thanked both Tina and Cherilyn as well as the rest of the staff for their excellent job.

Tina also notified us she will be gone for a week beginning the first week in March.

**Committee Reports:**

**Planning:** Marsha indicated that at the last meeting of the Planning Committee, we reviewed a self evaluation form. It appears we had a weak point, that being a common mechanism for input from the community. We are now doing exit surveys for the adult programming, and will begin to do them for the teen/tween programs. At that meeting, the Long Range Plan was also reviewed. Tina had gone through the Plan prior to our meeting, and indicated on the Plan which goals have been met, which are ongoing, etc. That document is available for inspection. We feel we are pretty much on top of that given the pandemic and flood issues. We discussed changing the Mission Statement, but postponed any change until next year. We also need a chair for the ad hoc Children's Area committee.

**Finance:** Marsha indicated Jill Pelisky from Morgan Stanley, indicated that we may want to merge our Endowment Fund and Anonymous Fund. A motion to combine the Endowment Fund and Anonymous Fund was made by Lin Assink. The motion was seconded by Lynn Fulmer, and the motion passed. Marsha will work with Jill to make that happen.

Marsha also indicated that the investment policies may need to be revised and updated. She specifically talked about the Anonymous Fund. She read us the wording from a Will that actually started the Anonymous Fund. Nowhere in the Will does it state that the donor wants to remain anonymous. We will be contacting the family of that deceased person to discuss this issue. If they have no objection to the release of the name, we will do so. At that point, we would also like to acknowledge the gift and notify the public. We will discuss that aspect later.

Marsha advised that we moved the \$75,000 from the Endowment Fund into a cash account as we agreed to do. She also indicated that we lost a small amount overall from our investments.

**Building and Grounds:** Dave Wise submitted a report. It was pretty self-explanatory. One issue was the sticking of the front door, which will cost approximately \$5,000 to fix. We decided we would put that decision off until a later date. Also, Marty's Flooring has not come back to finish the punch list. Tina will ask Dave to notify Marty to come and get it done by the end of this weekend. If he does not, we will ask for our key back, and we will hire Dan Dunbar to finish the job.

**Personnel:** No report

**Technology:** No report.

**Liaison with Friends:** Sara and a few others attended the last Friends meeting. Faith attended and spoke about the tax referendum. The Friends did commit to helping us with that issue. Sara also indicated things with the Friends seem to be going very well. We are pleased with the Friends financial assistance.

**Education:** Sharry indicated the committee had met and discussed the creation of a possible database to input each Trustee's educational credits. Talk is still ongoing. The Board seemed to like that idea.

#### **Ad hoc Committees:**

1. **Children's Area Renovation:** Tina provided us with one architect's submission. Also, again, we need a chair for this committee.
2. **Anniversary:** Newsletter is going out. There was discussion about selling raffle tickets for the quilt. We would like to do that at upcoming library programs, and special events throughout the community. Marsha stated that things are moving along. We are on the search for a PA system.
3. **Tax Referendum:** Tina has prepared a handout for the locals when she does her presentations. She has met with the Chamber, and Village. She also will be meeting with the Town. So far, she has received mostly favorable feedback.

We are looking for individuals and groups to reach out to, and came up with the Lions Club, Chamber, Current Topic Club, Faculty meetings, and Cuba Lake Association for advocacy purposes.

Faith and Linda Woolsey will be meeting with the school.

#### **Unfinished Business:**

1. **Charter Resolution and Petition:** At long last, we have the Resolution and Petition from the State Education Department. Faith read both documents





Department. The Education Dept hold their meeting in April, at which time they will vote on our Petition. Hopefully, all be approved, and we then be able to revise our By-Laws and begin operating with eleven trustees.

**New Business:**

1. **Accept Trustee Resolution:** Trisia Young submitted her resignation. It is with regret and appreciation that a motion was made by Lynn Fulmer to accept the resignation. Wendy Sprague seconded the motion, and the motion passed. We sincerely wish Trisia luck in the future.
2. **Annual Report:** Tina presented the Annual Report. It is worth reading. After some discussion, Lin Assink moved to approve the Annual Report. Marsha seconded the motion, and the motion passed.
3. **Disaster Plan:** Tina indicated that we need one. Wendy Sprague and Sharry Semans volunteered to assist Tina in preparing one.
4. **Bookkeeping Prices:** The accounting firm we hired last year is raising their prices from \$600 a month to \$850 a month. They have informed us that their vendors have raised prices, and the firm does an evaluation every year, and it also is basically inflation. There was much discussion. Bottom line, we will not do anything at the moment.
5. **Faxing Prices:** Tina gave us a handout of prices other libraries charge. We are not changing our prices at the moment.
6. **Correspondence Secretary:** Lynn had a letter from the Chamber of Commerce who is looking for nominations of people for outstanding citizens. She also had a letter from the Town regarding their bicentennial celebration.

Sara moved to adjourn the meeting at 7:056 P. Lynn seconded the motion, and it passed.

Respectfully submitted:

Sharry Semans, Secretary