

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

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

Absent: Tracy Knavel

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 elections on April 5. Spring tea is scheduled for April 28. Things are on track for the wine and cheese event, and she asked permission to advertise that funds raised through the event will support the upcoming children's area renovation. We agreed. In addition, she stated that the Friends have approved two library grants for \$1000 each, one to fund adult programming and one to fund teen programming.

Minutes of Previous Meeting: Some revisions needed to be made to the February minutes. Lynn Fulmer moved to accept the minutes of the February meeting with those revisions. Sara Talbot seconded the motion, and the motion passed.

Financial Officer's Report: Marsha indicated there were still minor changes that needed to be made to the Budget vs. Actuals reports and the Statement of Activity Report for January and February. However, it was decided that Tina would be talking to accountant to revise those reports, and at this point we would approve the reports with those changes. Therefore, Lin Assink moved to accept the reports with those changes. Wendy Sprague seconded the motion, and the motion passed.

Director's Report: Tina reviewed her report. She indicated we have received donations so far of \$1,255 for the 150 anniversary no bake sale. She answered any questions and also reviewed the Youth Services report. All in all, we are doing very well with our programs, and it appears the Library is alive again.

Committee Reports:

Planning: Marsha indicated that everything is going along well for the anniversary plans. We are still looking for a PA system.

Finance: Marsha indicated that the investment policies may need to be revised and updated. Our investments have gone down a little, but that is just according to the market.

Building and Grounds: Lynn Fulmer reviewed Dave Wise's report. In addition, the issue with the sump pump pumping water into the neighbor's driveway was discussed. The Village has offered to dig out the sidewalk and assist in putting a drain underground. We would need to then repair the sidewalk. Tina will work with Dave to get some estimates.

Personnel: No report

Technology: Lionel distributed a very comprehensive Technology Review report. He indicated we should also work with the school, and the Superintendent has indicated he would make the STEM rooms available. More good things to come.

Liaison with Friends: No report.

Education: Sharry indicated several Trustees did not complete the sexual harassment training requirement last year. An email with info will be forthcoming indicating deadlines when each person must complete it for this year. In addition, work on the database to track education is ongoing.

Ad hoc Committees:

1. **Children's Area Renovation:** Lionel Legry has taken the Chair position. The committee recently met, and Lionel submitted a comprehensive report. We will proceed in three stages as outlined in his report. He has requested that anyone who has pictures or ideas to email them to him. He will keep us informed.
2. **Anniversary:** Newsletter has gone out. The duck drop tickets are on sale. The quilt is finished and tickets will be available for that raffle soon. Faith has completed writing the play.
3. **Tax Referendum:** Tina, Faith and others have met with Brian Hildreth. The School Board meeting will be March 22. The Friends have paid for the "don't forget to vote" postcards to be printed, and the Library will have to address and post.

Faith requested we give her names of individuals to contact by phone or email for the vote. We handed that info to her when we left the meeting.

We are handing out bookmarks, flyers, and putting info in the school newsletter promoting the tax referendum.

Unfinished Business:

1. **Disaster Plan:** Wendy indicated she has done the research, and the committee will be meeting soon to start work on the Plan.
2. **Bookkeeping Prices:** After much discussion with our accountant and Tina's efforts in streamlining the bookkeeper requirements, Tina has been able to keep our bookkeeping fee to \$600 per month.
3. **Fax Prices:** After some discussion, it was decided we would lower our fax prices. A motion was made by Brad Weaver to lower our price to 25 cents per page. Tom Donahue seconded the motion, and the motion passed.

New Business:

1. **Audit:** We received our Independent Auditor's Report for 2021. Everything looks good. A motion was made by Lynn Fulmer to accept the Audit. Lin Assink seconded the motion, and the motion passed.

Lynn Fulmer requested input on an appreciation luncheon for the staff. It was decided that on April 5th, staff would go to lunch at the Perfect Blend, from Noon to 2:00 PM, and Lynn Fulmer and Marsha Long would handle the Library while everyone was at lunch. The bill for the luncheon will be sent to the Trustees.

Lynn moved to adjourn the meeting at 6:50 PM. Lionel seconded the motion, and it passed.

Respectfully submitted:

Sharry Semans, Secretary