

**Cuba Circulation Library
Board of Trustees Monthly Meeting Minutes
Monday, July 11, 2022**

Present: Marsha Long, Sharry Semans, Lin Assink, Lynn Fulmer, Wendy Sprague, Faith Stewart, and Thomas Donahue

Absent: Tracy Knavel, Bradley Weaver, Lionel Legry, Sara Talbot

Also Present: Cherilyn Wise and Pat Ash (Friends)

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

Public Comment: None

Friends Report: Pat Ash gave a short report.

Minutes of Previous Meeting: Lynn Fulmer moved to accept the minutes of the June meeting. Lin Assink seconded the motion, and the motion passed unanimously.

Financial Officer's Report: Marsha explained that we had not yet received the money from the school tax, and did not expect it until October or so. In order to continue to pay our bills, we need to withdraw an additional \$70,000 from the Endowment Account. Once we receive the tax money, we would be able to replenish the Endowment Account. A motion was made by Lin Assink to move \$70,000 from the Endowment Account into our savings account, which funds will be used to pay our bills and expenses. Once the tax money is received, the \$70,000 will be reimbursed to the Endowment Account. The motion was seconded by Wendy Sprague, and the motion passed unanimously. Marsha then gave a short review of the financial documents. A motion was made by Lynn Fulmer to accept the Statement of Activity, Budget vs. Actuals and Statement of Financial Position furnished by Marsha. Lin Assink seconded the motion, and the motion passed unanimously. The documents are attached.

Correspondence Secretary: No report.

Director's Report: Cherilyn reviewed Tina's report, which is attached. She also reviewed her own report, which is attached.

Committee Reports:

Planning: See Anniversary below.

Finance: Marsha remarked that accounts were down a little because of the market.

Building and Grounds: No report.

Personnel: Faith stated we were still looking for a maintenance manager. Also, Faith collected all the completed Director evaluations and requested those people who did not hand in the evaluations to do so as soon as possible.

Technology: No report.

Liaison with Friends: No report.

Education: Sharry again encouraged Trustees to complete the sexual harassment course and complete paperwork.

Ad hoc Committees:

1. **Children's Area Renovation:** There were many questions regarding the proposal. Faith will take the questions back to the Committee for further discussions. Faith also advised that the Committee is looking for a secretary. Anyone interested?
2. **Anniversary:** See attached report.
3. **Disaster Plan:** No report.

Unfinished Business:

1. **Recording in the Library Policy:** A draft of a policy regarding patron photographing and recording was provided, and a minor change discussed. Wendy made a motion to approve the Policy with the minor change. Marsha seconded the motion, and the motion passed unanimously.

New Business:

1. **Heritage Sign:**
The village would like to install a heritage sign for the Library. All agreed we would be proud to have such a sign. The Village will be advised.

A motion was made by Lynn to adjourn. Lin seconded the motion, which passed, unanimously. Meeting adjourned at 6:30 PM.

Respectfully submitted:

Sharry Semans, Secretary