

**Cuba Circulation Library  
Board of Trustees Monthly Meeting Minutes  
Monday, November 12, 2022**

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

**Also Present:** Tina Dalton and Shauna Comes

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

**Public Comment:** None

**Friends Report:** No report.

**Minutes of Previous Meeting:** Wendy Sprague moved to accept the minutes of the August meeting. Lin Assink seconded the motion, and the motion passed unanimously.

**Financial Officer's Report:** Marsha presented the financial statements. A motion was made by Wendy Sprague to accept the September and October Statements of Activity, Budget vs. Actuals and Statements of Financial Position furnished by Marsha. Lin Assink seconded the motion, and the motion passed unanimously. The documents are attached.

There was then a discussion about the \$75,000 that had been previously withdrawn from the Endowment Account in anticipation of using that money toward the remodel project.

A previous motion made at our July 2022 meeting indicated we would be withdrawing \$70,000 from the Endowment Account to pay bills and expenses and, once we received the tax money, we would reimburse the \$70,000 to the Endowment Account. At this time, we would like to amend that motion to indicate the money will not be redeposited to the Endowment Account. Therefore, a motion was made by Lynn Fulmer to amend the motion in our July minutes to read as follows: 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 used to fund the remodel. The motion was seconded by Lionel Legry, and passed unanimously. A second motion was made by Lynn Fulmer as follows: Motion to remove the remaining \$5,000 cash out of Morgan Stanley to Five Star savings account, as the remainder of the \$75,000 needed to fund the remodel. Lionel Legry seconded that motion, and the motion passed unanimously.

**Correspondence Secretary:** Lynn read some correspondences she had received.

**Director's Report:** Tina reviewed her report, which is attached. She also reviewed Cheryl's report, which is attached. Shauna Comes advised us of the recent seminar/convention she and Tina attended in Saratoga Springs. She and Tina also discussed the fact that the Trustees earned a "good job" reward.

In addition, Tina indicated that many libraries were creating policies regarding public comments during Trustee meetings. Several options were discussed, and Faith indicated a small committee should be formed to research this issue. Faith, Wendy, Sharry and Tina will be on the committee.

**Committee Reports:**

**Planning:** No report.

**Finance:** Marsha reported that they had met on October 11 to discuss the proposed budget, a copy of which is attached. There will be some changes made, and we will review again next month.

**Building and Grounds:** A report from David Wagner is attached.

**Personnel:** No report.

**Technology:** No report.

**Liaison with Friends:** No report.

**Education:** It was decided that after our January meeting, we will have the sexual harassment training so that everyone will have it done at the same time.

**Ad hoc Committees:**

1. **Children's Area Renovation:** We will need to sell some furniture. Tina provided a list. There was discussion on how to do it.
2. **Anniversary:** See attached report.
3. **Disaster Plan:** No report.

**Unfinished Business:**

1. **Nominating Committee:** Wendy is working on this.
2. **Parking:** The Village put up a sign for the space in front of the Library, indicating it is for Library parking only.

**New Business:**

1. **Trustee Resignation:** Tracy Knavel has given her resignation. We respectfully accepted the resignation. Tracy will be missed.

**Executive Session:** An Executive Session was called by Sharry to discuss possible trustee nominees, and also to discuss retaining an attorney and the issues to discuss with the attorney. The motion was seconded by Lynn Fulmer and passed unanimously. We entered Executive Session at 6:50 PM. A motion was made by Lynn Fulmer to exit Executive Session at 7:10 PM. The motion was seconded by Marsha and passed unanimously.

A motion was made by Brad Weaver to retain Stephanie Cole Adams as our attorney, and for Tina to sign the Retainer Agreement. The motion was seconded by Tom Donahue, passed unanimously.

A motion was made by Lynn to adjourn. Wendy seconded the motion, which passed unanimously. Meeting adjourned at 7:15 PM.

Respectfully submitted:

Sharry Semans, Secretary