

AGENDA
BOARD OF TRUSTEES
Cuba Circulating Library
Serving the Cuba Community for 152 Years

Monday, Jan. 8, 2024
5:30pm

1. Call to order
2. Public Comments
3. Friends' Report
4. Minutes of the Dec. Meeting
5. Financial Officer's Report
6. Corresponding Secretary
7. Director's Report
 - i. Conference reports
8. 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
9. Unfinished Business
 - i. Endowment Withdrawal
10. New Business
 - i. Statements of Concern
 - ii. Challenges to Library Materials Policy
 - iii. With appreciation
11. Executive Session, as needed
12. Adjournment

**Cuba Circulating Library
Board of Trustees Monthly Meeting Minutes
Monday, December 11, 2023
Palmer Opera House**

Present: Lin Assink, Tom Donahue, Denean Emerson, Lionel Legry, Jill Schwab, Wendy Sprague, Sharry Semans, Faith Stewart, and Brad Weaver

Also Present: Tina Dalton, Pat Ash, 240 community members

Call to Order: Faith called the meeting to order at 6:04 PM.

Public Comments: On a motion made by Tom and seconded by Lionel, the 15-minute public comment period was waived for this meeting only to allow for the number of persons signed up for commentary to have the time (3:00 minutes) to address the board.

On, November 18th, 2023, a patron of the Cuba Circulating Library filed a Statement of Concern regarding Library resources. This is a process which allows library patrons to share expressions of opinions concerning library materials selected or not selected for the library's collection. After receiving the completed form, the Library Director, and the Library Board, as needed, review the concerns to reach a conclusion regarding the suitability of the material for the Cuba Library's collection. During this process, the item(s) in question remain in the library's collection.

The specific items of concern are: 1. This Book is Gay by Juno Dawson; "The LGBTQ section of Teen books (books for teens)"; and 3. "I would like to see the library review every one of their teen books for content [not suitable for teenage children] and remove them." The patron has asked that these books be moved from the teen section to the adult section of the library.

"This Book is Gay, is a dating and sex education guide for LGBTQ+ teens. It is written specifically for ages 14-17. It has been in the Cuba Library's collection since 2015 and has been checked out 25 times. The Cuba Library does not have an "LGBTQ section of Teen Books." We have books throughout our teen fiction and nonfiction section that feature LGBTQ characters and address issues that affect the lives of these teens, Moving the challenged book and other LGBTQ-related titles for teens to the adult section would be a form of censorship.

Board President Faith Stewart welcomed the public to the venue, outlined the issues for comment, and set expectations for civil discourse for the speakers and the non-speakers alike.

Public commentary began at 6:08 PM and concluded at 7:51 PM. Thirty members of the public spoke during the public comments section of the meeting.

The Board President reminded the public that this was the only time we would be entertaining concerns on this book during the public comment section of the monthly board meetings.

A ten-minute break for those not wishing to attend the remainder of the meeting to depart the venue was initiated.

Friends' Report: Pat Ash gave her report on the Friends of the Library activity. The Small-Time Christmas book sale broke records.

Minutes of the Previous Meeting: Minutes of the November meeting was approved on a motion by Lin and a second by Wendy.

Financial Officer's Report: (See attached.) Tom moved that the report be accepted. Wendy seconded and the report was approved.

Corresponding Secretary's Report: Letter of thanks and support from the Almond Library Board, two letters of community support and one of complaint.

Director's Report: (See attached.) Tina summarized the report.

Committee Reports

Planning: Nothing to report.

Finance: Nothing to report.

Building and Grounds: Nothing to report

Personnel: A request was made to provide Cuba Library staff with gift cards in appreciation of their work throughout the year. Tom asked if using library money in this fashion is legal and affirmation of that was provided. A motion made by Brad and seconded by Jill and was approved unanimously/enthusiastically by the board.

Technology: Nothing to report.

Liaison with Friends: Nothing to report.

Education: Sharry is completing her term of service at the end of the month.

Ad hoc Committees

Children's Area Renovation: Lights have been replaced in the juv and teen areas. The trim around the stage is awaiting repair once again.

Unfinished Business

i. 2024 Budget

1. 2024 Endowment withdrawal

a) On a motion by Lin and seconded by Lionel the board approved version B of the 2024 Budget that does not exceed the tax cap but will keep the deficit.

b) On a motion from Lin and seconded by Denean, the board voted to accept Version B of the 2024 Budget with respect to the endowment.

2. 2024 Staff Rate of Pay – On a motion from Tom and seconded by Sharry the board voted to approve the Staff Rate of Pay.

New Business

- i.** Community Room Use – The Village of Cuba has requested use of the community room for their monthly meetings on the third Monday of the month.
- ii.** Nomination of 2024 Board Member – Lauren Musgrove was nominated to serve on the Board of Trustees on a motion by Sharry and seconded by Lin. The Board approved the appointment.
- iii.** Insurance Policy Changes – We are awaiting to hear from Lee regarding changes in the policy.
- iv.** Resignation & Re-hire – Janet is retiring after 43 years at the Library. After her resignation from full time employment, she wishes to be added to the sub list. A motion to accept her resignation and re-hire in a substitute position was made by Faith, seconded by Lionel and approved by the board.

Executive Session, as needed - Not needed.

Adjournment: A motion to adjourn the meeting was made by Lionel and seconded by Sharry at 8:22 PM. The motion was approved.

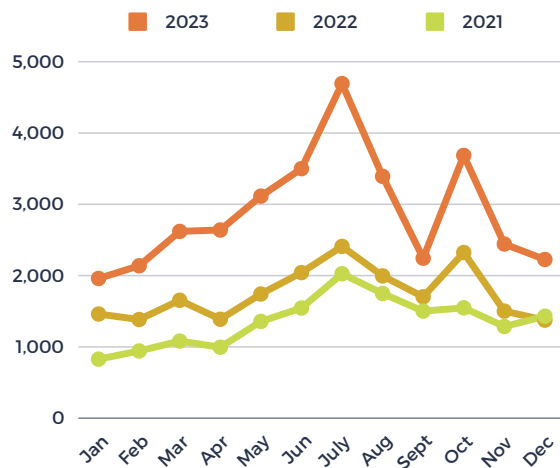
Report submitted: Brad Weaver, Secretary

Cuba Circulating Library

DECEMBER 2023 DIRECTOR'S REPORT



Patron Visits



PATRON NUMBERS

For the month of December 2023, we had a total of **2226** patron visits. We entered **12** new library cards. Over all, patron visits were up from last year, but down from the previous month.

35	456	6	58
Onsite Programs	Programs Attendees	Outreach Visits	Outreach Attendees

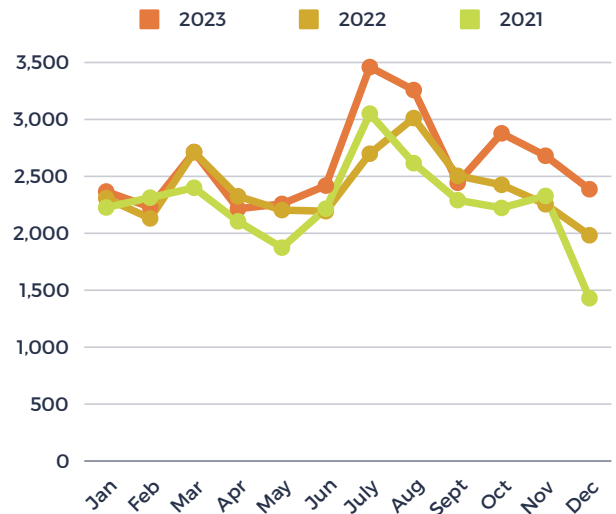
CHECKOUTS

Our checkout numbers for this month fell to **2,367**. These numbers are up over the previous two years, but down from the previous month. We always see a drop in circulation at this time of year as the people get busy with the holiday season.

PARTNERSHIPS

In December we hosted an afternoon art class for a high school class from Elm street. The six students in the class painted wooden ornaments of foxes and owls. The teens had lots of fun! We plan to make this a monthly outreach event.

Circulation



2367

Items checked out

?

eBooks checked out

78

Public computer sessions

281

Holds filled

912

Visits to website

Storytimes

Both the Preschool Storytime and Toddler Storytime had 3 storytimes in December. Afterschool Explorers met 3 times. Themes for all of these groups included Gingerbread Men and two Christmas storytimes. The Afterschool Explorers also had a visit from Cornell Cooperative Extension's SNAP educator. She talked about balanced meals and we made veggie wraps. All the kids tried at least one different ingredient. She will visit at least once more, possibly more. All groups are full or nearly full. Attendance does fluctuate a little as it's cold/flu season.

Teens/Tweens

We took a break from reading *The View From Saturday* by E.L. Konigsburg to focus on preparing for their Christmas play based on Dr. Seuss' *How the Grinch Stole Christmas*. On December 19th, we put on the show for approximately 25 parents/family members. Everyone thought it was really great and the kids loved doing it.

I joined the sixth grade book club at CRCS 3 times this month. I had the opportunity to read at one of the sessions and manage the discussion.

The high school book club met to discuss the second half of our first book together. They really enjoyed it. In January, we are reading *A Good Girl's Guide to Murder* by Holly Jackson.

Teen D&D met for their last session. The Teens had a Pizza Taste Test Party. The results were inconclusive but everyone had fun.

Outreach

I had 2 CRCS class visits, one here and one at the school.

Other

Leadership Allegany met twice, once for a curriculum session and once at Jones Memorial for our Healthcare Industry Day. We meet once in January before our final presentations and graduation. Our final presentations will be on Thursday, January 25th at 8:30 am at the Palmer. *Any board members interested are welcome to attend.*

Upcoming Youth Programs

Storytimes resume 1/9.

1/17 International Snackers (teen program)

1/27 I'm Turning Five (Birthday Club for kids turning 5 to get their library card)

1/30 Afternoon Movie (kids)

Upcoming Adult Programs

- Tues, Jan. 9 @ 6:30 p.m. -- Unclaimed Funds by State Comptroller
- Wed, Jan. 10 @ 10:00 a.m.-- Snowman Globe Craft
- Wed, Jan. 24 @ 11:00 a.m. -- Managing Money for Caregivers
- Wed, Jan. 24 @ 6:00 p.m. -- All About Autism by WNY Parent Network
- Tues, Jan. 30 @ 6:30 p.m. -- Pocket Vinyl piano & live painting performance

Maintenance Report 12/1 - 1/1/23

1. Oiled women's restroom door
2. Hung new Library framed picture in downstairs hallway, moved existing one between restrooms.
3. Cleaned vacuum out for Colleen. Fixed idler wheel that fell off.
4. shoveled and salted as needed.

Challenge to Library Materials Policy

Mission: Cuba Circulating Library is dedicated to free and equal access to information, knowledge, and learning. We strive to nurture a lifelong love of reading, discovery, and engagement among our diverse community through our collections, programs, and physical and virtual spaces.

Purpose: It is an essential role of the public library to make all materials freely available to all community members. This can mean that the views expressed in a library material conflict with a community member's beliefs or perspectives. Having a policy to guide library employees, volunteers, and trustees in dealing with community challenges to a material ensures each complaint is dealt with fairly and every person in the library knows how to proceed.

Cuba Circulating Library supports all members of its community by collecting materials representing all viewpoints considering the Library's Collection Management Policy. However, it is not the role of the Library to advocate for or endorse any particular idea, opinion, or point of view; nor will the Library or any of its employees, volunteers, or trustees act *in loco parentis* (as a parent to library patron – either adult or minor).

Policy: The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the community regarding materials selected can be voiced. A request for reconsideration must be made in writing on forms provided by the Library. These forms are available upon request from the circulation desk and upon completion, should be delivered to the circulation desk, or mailed to the Library in care of the Library Director. Requests for reconsideration may only be filed by Southern Tier Library System cardholders in good standing who are residents of Cuba Rushford School District. The Library will not process requests, and the Library Board will not hear reconsideration requests from individuals who live outside the Cuba Rushford School District. A patron may submit no more than three (3) challenges per calendar year. The Library Board places a limit on challenges to library materials. The Library will only process a challenge form once every 36 months (3 years) for a specific title considering all material formats (format examples: book, eBook, audiobook, large print book, movie, or musical tracks). The Library Board's decision is final.

Upon receipt of the signed form, the Library Director will notify the Library Board that a form has been received and review the information provided in the form to determine if the reconsideration request requires further review. For the duration of this process, the material in question will remain in circulation in the library's collection.

Should the Library Director determine further review is required, a committee will be convened with members of the Library Board and/or library employees.

The Library Director will inform the community member of the committee's determination in writing sent via U.S. mail.

Should the patron wish to appeal the determination, they may write to the president of the Board of Trustees stating their arguments for overturning the decision. The Board will make a decision regarding the appeal letter and inform the community member of the decision in writing through U.S. mail.

Any further appeal must be made to the Commissioner of Education in Albany, N.Y.

Adopted by the Cuba Circulating Library Board of Trustees MM/DD/YYYY

Request for Reconsideration of Library Materials Form

Introduction:

This form is in reference to the Challenge to Library Materials Policy and should be made available to any resident who would like the library to remove an item from the collection. Requests for Reconsideration may only be filed by residents of the Library's service area. The Library will not process requests, and the Library Board will not hear reconsideration requests from individuals who live outside the Library's services area.

Please fill out following form completely and return to: **Library Director, Cuba Circulating Library, 39 E. Main St., Cuba, NY 14727**

Name: _____ Date _____

Address: _____

City: _____ State _____ ZIP _____

Phone: _____ E-Mail _____

Do you represent yourself? _____ An Organization? _____

Resource on which you are commenting:

Book ____ Video/DVD ____ Audiobook ____ Multi-media Kit ____ e-Book ____ Electronic
information/network (please specify) _____ Other (please specify) _____

Title: _____

Author/Producer: _____

Library owning this title: _____

What brought this title to your attention?

Did you read, view, or listen to the entire work? If no, what parts?

What do you believe is the theme of this title?

What specifically concerns you about this title? Please cite pages, scenes, items, etc.

Are there, in your judgment, any positive elements in this title? Please describe:

Will you share any reviews of this title that support your point of view? _____

Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

Signature: _____

*****Library Use Only*****

Reconsideration action:

Date request received: _____

Findings of Reconsideration Committee: _____

Date response sent to patron: _____

Adopted by the Cuba Circulating Library Board of Trustees MM/DD/YYYY