

**Cuba Circulating Library
Board of Trustees Monthly Meeting Minutes
Monday, February 12, 2024**

Present: Lin Assink, Tom Donahue, Denean Emerson, Lauren Mosgrove, Wendy Sprague, and Brad Weaver

Also Present: Tina Dalton, Pat Ash, Cherilyn Wise

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

Public Comments: None

Friends' Report: Membership drive is ongoing. Monthly meetings resume in March.

Minutes of the January Meeting: Wendy made a motion to accept the minutes. Lin seconded the motion and it was approved unanimously.

Financial Officer's Report: The financial officer's report was accepted on a motion from Lauren, a second by Brad and the unanimous consent of the board.

Corresponding Secretary: Two letters of support received from community.

Director's Report: see attached.

i. Conference reports:

- a) Cherilyn conference report- Besties on a budget partnering with schools to improve reading scores, regular monthly family reading nights,
- b) Leadership Allegany program has finished. Great resources and information.

ii. Monthly library and program attendance numbers are up.

Committee Reports

i. Planning: NTR

ii. Finance: See attached.

iii. Bldgs/Grounds: Sewage pump repairs undertaken to replace worn components.

iv. Personnel: NTR

v. Policy:(see attached)

1)Tech policies -revisions of policy regarding hotspot use and consolidation of forms were approved on a motion from Lin, and a second by Brad.

2) Revised public comment policy forms were accepted on a motion by Lauren and a second by Denean.

3) Revision of collection policy was reviewed and accepted on a motion by Wendy and a second by Lauren.

vi. Liaison with Friends: Nothing to report.

vii. Education: Board education programs to be offered at monthly meetings.

Ad hoc committees

Children's Area Renovation. Update on design and implementation. Phase one is almost complete. We are awaiting phase two carpet replacement before installing the trim from phase one. An additional \$525 for dimmer switch for the lighting in the teens area is required.

Unfinished Business

Endowment deposit – We are awaiting further information before making a decision regarding the scope and advisability of endowment reimbursement.

New Business

i. Financial review (see attached) – page 4 – The audit is complete with positive results. A motion to accept the accountant's report was made by Lin and seconded by Lauren. The motion passed.

ii. Friends' memorandum of understanding. A motion to approve the MOU was made by Wendy, seconded by Tom, and approved by the board.

iii. SAM insurance available at a cost of \$602/year.

Adjournment: Meeting adjourned at 6:43 on a motion by Lin and a second by Wendy.