

**Cuba Circulating Library
Board of Trustees Monthly Meeting Minutes
Monday, April 8, 2024**

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

Absent: Lionel Legry

Also Present: Tina Dalton, Heather Forness Thomas

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

Public Comments: None

Friends' Report: Heather was introduced as the new president of the Friends of the Library.

Minutes of the March Meeting: Lin made a motion to accept the minutes, Wendy 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 Jill, and the unanimous consent of the board. The ALA grant has arrived.

Corresponding Secretary: Nothing to report

Director's Report: see attached. The library has Master Gardening classes beginning this month. The library has received grants from Walmart (Spark), and Art Services Inc. The high school book club program is going well with Cherylin's leadership. There will be an e-waste recycling day in the parking lot on May 11th.

Committee Reports

i. Planning: NTR

ii. Finance: NTR

iii. Buildings/Grounds: Dave built a ramp for the stage in the children's area. Next month schedules for watering and planting will be available for sign up.

iv. Personnel: April 18th- evaluation workshop

v. Policy:(see attached)

1) Policy revisions regarding the confidentiality of Library Records were approved by the board on a motion from Brad and seconded by Denean.

2) Public communication policy was accepted on a motion by Wendy and a second by Lin.

3) Revisions of the social media policy were reviewed and accepted on a motion by Lauren and a second by Jill.

vi. Liaison with Friends: Nothing to report.

vii. Education: ALA presentation

Ad hoc committees

Children's Area Renovation. Tree bids were reviewed by the board and follow up questions regarding material used, structural components, and storage until installation were to be forwarded to the artist/designer.

Unfinished Business

Protection of Children and Vulnerable Adults Policy (PCVAP) - policy was approved on a motion by Lin and a second by Lauren.

New Business

Internet Usage Policy – revisions were proposed to clarify and reflect situations unique to our library. Decisions on changes will be made at the next meeting after study.

Library Staff Appreciation Day – Board members will provide coverage while the staff enjoys lunch out, and gift cards will be given to those unable to attend the luncheon.

The Olean Times herald was designated the “official newspaper” for library event notices and stories. Motion made by Lauren and seconded by Denean.

Adjournment: Meeting adjourned at 6:39 on a motion by Tom and a second by Lin.