

Friends of the Cuba Library
Monthly Meeting June 10th 2024

Call to Order

Minutes of last meeting

Reports:

President

Membership

Finance

Events

Committees (standing or ad hoc)

Any other report necessary

Unfinished Business:

Policy Committee recommendations

365 Training (Sept/Oct)

New Business

Board Training/Development (NYS/Federal Requirements)

Adjournment

President's Report

THOUGHTS for the FUTURE

We exist to SUPPORT the LIBRARY. If at ANY time, our actions do not support the library, we should look for the “why”. And, if we dig deep enough, we will find it.

No law, adherence to it, or interpretation of it should HINDER our main mission. They were not designed to do that. If it does, we’re doing something wrong. Or more likely, and quite sadly, we will find we are doing what we are “doing” for the wrong reasons.

If our reason for being here is to support the library, we should have no issues creating an atmosphere where more and more of our community feels compelled to join and participate in the Friends.

I want to encourage you! Those of you who have wished for these things and those who oppose them, keep the main thing the main thing. It isn’t about being right; it never is. It IS about DOING right, and it always will be.

We are here to support our Library. If everything we do, does that, we are doing everything right.

In May the Executive Board met to discuss two items, a new grant procedure for the Library Director and a new account for accepting online donations and sales. Both items were voted on and passed. Tina has a new grant application which should take here no MORE than 2 minutes to fill out. For reference, the past application required approximately 2 hours of her time. The previous version really placed the “burden of proof” (where we were spending our money and how) on Tina.

I attended the STLS Conference and it was AMAZING! We are So headed in the right direction! I received legal counsel on what we are doing/will be doing with regard to the changes to our Constitution and bylaws and to our organization. Not only was I assured we are on the right track, we were commended in what we are doing. We are creating a safe and welcoming space for a new generation to not only WANT to volunteer, but to feel good about it, feel comfortable to make mistakes, and to KNOW they make a difference.

I also took a session on bed bugs, but honestly the legal, HR and Trustee classes were less itchy.

_Heather

Monthly Meeting Minutes

Friends of the Cuba Library, Inc

Wednesday, June 5, 2024

The meeting was called to order by president Heather Forness Thomas at 6:30pm in the Community Room of the Cuba Circulating Library. Attendance sheet is attached

Minutes of the May meeting were approved as read. Motion by Sarah, 2nd – Lynn. All ayes. MC

President report – none

Treasurer's report – see attached

Corresponding Secretary – letter for Garlic Festival participation has been received – decision to hold off until July meeting for decision

Report from the Spring Tea was received. All went well, 48 in attendance. Motion to donate \$100 to the Alzheimer Assoc in the name of Sandy Keough in appreciation for her work at the tea Motion - Sarah, 2nd – Linda. All ayes. MC (Vicki will send the check)

Motion to reimburse Sandy K for \$15.90 for supplies for the tee. Motion – Sarah, 2nd Lynn All ayes MC

CCC – report attached and information circulated.

Motion for up to \$100 for materials for the CCC (posters and printing) -Pat 2nd- Chloe. All ayes. MC

Library Director's report – see attached

Library Board of Trustees – no report

Motion to adjourn meeting at 7:19. Sarah , 2nd – Vicki, All ayes, MC

Respectfully submitted – Claudia Little, recording secretary

Special Board Meeting of Cuba Friends of the Library, Inc

June 11, 2024

The special meeting was called to order by President Heather Forness-Thomas at 5:29 in the Cuba Circulating Library. List of attendees is attached

Two items were up for consideration and are attached.

Item #1 – add grant # and name

Motion to accept – Lynn, 2nd – Sarah. All Ayes. MC

Item #2 – change wording to “the current PayPal account is currently unavailable”

Motion to accept – Sarah, 2nd- Lynn. All Ayes. MC

Motion to adjourn at 5:44 Claudia, 2nd - Sarah All ayes, MC

Executive Board of Directors Meeting
Tuesday, June 11, 2024

Friends of the Cuba Library, Inc.

Heather Forness Thomas, Sarah Vail, Vicky Kameck, Lynn Fulmer, Claudia Little

Called to order:

Agenda:

Item 1

Vote on (attached) Grant Request for the Cuba Circulating Library, effective immediately.

It has been brought to our attention that due to the current, lengthy grant application process, it costs the Trustees approximately \$100 in payroll costs for Tina to complete one of our requests. The last request we approved was for less than \$100.

Futher, with the current application, it places the burden of proof on the Library. The burden should belong to the Friends, as we are soely responsible for how we spend our funds.

Remembering that our mission is to SUPPORT the Library, we should immediately replace the current application with the attached short form. This will save time, for both organizations, will save payroll costs incurred and speed up the process of approval and transfer of funding to the Library.

Discussion: (Notes)

Motion made by:

Second:

Result:

Item 2

Vote on set up of online fundraising tool to accept online payments

Paypal has proven to be a bit more lengthy and difficult than expected.

In leiu of delaying the production and distribution of the CCC information to the members and posting online methods of payment, it is proposed that we should create a FREE, online account with Zeffy (see info sheet attached) immediately. This will allow us to create an avenue for receiving online payments for our CCC event and any future events, immediately.

Discussion: (Notes)

Motion made by:

Second:

Result:

Adjounment:

Friends of the Cuba Library, Inc.

DATE: _____

Grant Request

Program/Item:

Brief Description:

Amount:

NEEDED BY:

(Internal use only)

Received: _____

BY: _____

APPROVED

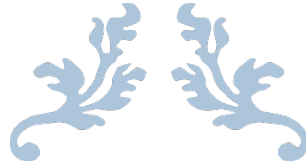
DENIED

Board Meeting Minutes available upon request

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Zeffy Platform

- 100% Free platform
- Supports 25,000 non-profits
- 4.8 Rating out of 5, through Capterra.
 - Ease of use- 4.8
 - Customer service-4.9
 - Features-4.5
 - Value for Money- 5.0
- 342 actual written reviews
 - 1 gave one star
 - 1 gave two stars
 - 1 gave 3 stars
 - 55 gave 4 stars
 - 284 gave 5 stars
 - 360 all use Zeffy
- Every cent donated to us through Zeffy goes directly to our bank account
- Fully customizable with ticketing, donations, and membership
 - How is it free?
 - Voluntary contributions from donors. At the payment confirmation step, donors have the option to contribute directly to Zeffy by “ supporting the 100% free platform we use”.



GRANT APPLICATION

For Use by the Cuba Circulating Library Association



JANUARY 1, 2017

FRIENDS OF THE CUBA LIBRARY, INC.
39 East Main Street, Cuba, NY 14727

FRIENDS OF THE CUBA LIBRARY, INC. GENERAL INFORMATION FOR SUBMITTING A GRANT APPLICATION

[Grant Periods and Deadlines](#)

The Cuba Circulating Library Association may apply for a variety of grants during the fiscal year.

Friends of the Cuba Library, Inc. will award grants on a rolling basis throughout the fiscal year. Funds will only be awarded for projects which are deemed consistent with the mission and goals of Friends of the Cuba Library, Inc., as outlined in the organization's Constitution & Bylaws.

[Application Submission Process:](#)

All applications and correspondence should be mailed or delivered to the Treasurer of Friends of the Cuba Library, Inc. with sufficient time for review and recommendation of the Finance Committee prior to approval by the Board of Directors of Friends of the Cuba Library, Inc. Friends of the Cuba Library, Inc. reserves the right to reject any application submitted less than 2 weeks before the event or program start date. The Finance Chair will report the outcome of the Board's vote within 1 week of the meeting where action is taken on the request.

[Reporting Requirements](#)

A Funding Use Report will be provided to Friends of the Cuba Library, Inc. as soon as is practicable upon completion of the project/event. A written report shall be provided to the Treasurer no later than 1 month after the completion date, although an oral report is also welcome (and encouraged) at any regularly scheduled meeting of Friends of the Cuba Library, Inc. Please note that provision of an oral report does not negate the written reporting requirement. A report template will be provided, upon request.

[Funding Use Restrictions](#)

All monies granted by Friends of the Cuba Library, Inc. are restricted for use for the specific purposes outlined in the application. Any unused funds shall be promptly returned to Friends of the Cuba Library, Inc., within 1 month of the program/event completion date. ALL unused funds shall be returned to Friends of the Cuba Library, Inc. by the close of the fiscal year (Dec 31st), unless the funds have been granted for a January event/program.

FRIENDS OF THE CUBA LIBRARY, INC.

GRANT APPLICATION

For Cuba Circulating Library

This is an editable document. Please supply requested information in the spaces provided below. Whenever possible, please try to limit your application length to 2-3 pages.

PROGRAM/EVENT TITLE:

1. Objective(s)

The Cuba Library seeks funding for the Adult Summer Reading Grand Prize.

2. Community Need/Benefit

The Cuba Library's annual Summer Reading Program serves to fight against "summer slide"—the loss of reading skills over the summer as children take the summer off from reading and learning. By offering prizes, the library encourages more participation in our Summer Reading Program. However, Summer Reading Program is not only for Children—this is a program community member of all ages enjoy. Adults look forward to winning prizes for reading just as much as children do.

3. Applicability of Project to the Mission of the Cuba Circulating Library

Our 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.

The Summer Reading Program is a key component to supporting aspect of our mission to nurture a lifelong love of reading, knowledge, and learning. The Summer Reading Program challenges and rewards children and adults who read throughout the summer. By providing fun and educational programs in conjunction with awards and incentives, the Summer Reading Program encourages kids to keep up with their reading throughout July and August. This summer reading effort, in turns, helps prevent students' loss of reading skills while they are out of school.

4. How Will Your Proposal Meet the Identified Need

This year we will continue to provide weekly winners with the opportunity to choose a book for the library’s collection. The weekly winners will work with library staff to pick a book based on their interests to add to the library’s collection. The winning books will have a plaque placed in the front, indicating that it was chosen as a 2024 Summer Reading Prize book.

We will have two adult winners per week, and four children prizes. Participants log their reading for the week to earn an entry into the prize drawing. Prizes are chosen by random drawings among those who have logged minutes for the week. For children, we will give out one pre-K, two K-6, and one teen prize per week. All children will also earn a free book each week of the Summer Reading Program. These books will be provided by the Allegany County United Way.

Grand prizes are drawn at the end of the Summer Reading Program. There is a grand prize for each age group. **The adult prize is a Kindle Fire.** The pre-K and K-6 prizes are a family membership to the Buffalo Zoo. The Teen prize is a pair of Apple AirPods or Beat headphones, depending on the winner’s preference.

5. Project/Event Duration or Timeline:

Summer Reading begins on July 1, 2024 and ends on August 8, 2024.

6. Amount Requested from Friends of the Cuba Library, Inc & Date by which Friends of the Cuba Library, Inc. should provide funding:

\$94.99 for the adult grand prize. Date needed by: July 22, 2024.

7. Program Budget: What you are asking Friends of the Cuba Library, Inc. to fund

Category	Amount Needed	Amount Requested from the Friends of the Cuba Library, Inc.	Amount from other sources, If applicable
Children weekly books “prizes”	\$2,365	0	\$2,365
Adult grand prize	\$94.99	\$94.99	

Children Grand Prizes	\$775.00	0	\$775.00
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8. Program Evaluation Strategy, if applicable. Please identify how you will evaluate and measure the project deliverables, as well as examine the strengths and/or weakness of the project, when complete.

Program success is measured by the number of participants, the number of minutes logged as read, if we see an increase in participation from previous years, the number of free books given away, and the number of attendees at programs.

June 2024 Book Sale Breakdown of Shi

Saturday 8th	10a-12p	\$163
	12p-2p	\$263
		\$426
Monday 10th	10a-1230p	\$72
	1230p-3p	\$33
	3p-530p	\$103
	530p-7p	\$90
		\$298
Tues 11th	10a-1230p	\$77
	1230p-230p	\$45
	230p-5p	\$100
		\$222
Wed 12th	10a-1230p	\$83
	1230p-230p	\$30
	230p-5p	\$65
		\$178
Thurs 13th	10a-1230p	\$61
	1230p-230p	\$13
	230p-5p	\$22
		\$96
Sat 15th	10a-12p	\$244
	12p-2p	\$156
		\$400
		<u>\$1,620</u>



CUBA CIRCULATING LIBRARY

39 E Main St

Cuba, NY 14727

www.cubalibrary.org

July 2, 2024

RE: Cheers, Cheese, and Chocolate

Dear Vicki Kameck, Treasurer of Friends of Cuba Library, Inc.

The Library is looking forward to the event on Aug. 2 at the Library.

Leading up to the event, the Friends will be accepting donations via cash, credit card, and check. While the credit card transactions will be completed via a service maintained by the Friends, the Library staff will be assisting with the acceptance of cash and checks by providing a secure location to store them until deposit per the Library's process for securely holding cash.

Per Library policy, at no point will one Library employee be responsible for receiving, counting, and securing cash on site (all transactions must include two Library employees).

The Treasurer of the Friends will sign an acknowledgement confirming the amount of cash and number of checks turned over to the Friend's Treasurer for deposit. The receipt will be retained by the Library for a minimum of 6 years.

Signed

Tina Dalton

Library Director

Friends of the Cuba Library, Inc.

CCC Report 6-26-24

The CCC Committee met in the community room at 6pm on the 26th. We have all but 2 servers committed. Cindy has gone more for new pourers with veterans to help or substitute in. Lynn and Cindy will start calls mid-July for food. Alco window is available, set up will be July 8th. Lynn and her sister have a few ideas with large cardboard boxes and a mouse. Chloe will design something that explains more of who the 'Friends' are for the window also. The Palmer tables are available. We will set up who gets them when it gets closer. The plates and napkins are purchased. We paid \$41.82 for 240 plates, 400 napkins, glue sticks for the centerpieces and a stack of plastic bowls from Hoppy Lobby. We need no supplies for the in-person dates. The tickets have been cut; Lynn took them home to number them for us. We will be needing \$100 for petty cash. Passed around the posters, everyone took some to pass out. Lynn took the TY cards home to finish cutting. We are hoping to have the 'Friends' Board sign them at the next meeting. We mailed out 122 sponsorship letters. My aunt from WI helped me with them. She also helped me with the centerpieces. The liquor permit was submitted on June 11th and paid for, with tax and fee it was under \$38. The chocolate this year we would like to purchase at cost from Sarah Bradley, 10lbs of dark chocolate espresso beans and 10lbs milk chocolate cranberries. The QR code is done completely. Feel free to purchase your tickets. Workers of the event are the only ones to use the discount code. I already had approval to print the TY's and stay hydrated. We plan on meeting August 1st at 6pm in the community room to start setting up for downstairs and when the library closes at 8pm we will move upstairs to finish what we can. We will start accepting food at 2pm on the 2nd. Flowers will be picked that morning and put together at the library also, time TBD. Our next CCC Committee meeting will be July 24th at 6pm in the community room to go over final details.

Needing approval from the Board for:

- \$100 for petty cash for ticket sales
- Spending no more than \$100 for the chocolate from Sarah Bradley

DRAFT OF PROPOSED REVISION FOR BYLAWS FOR ADOPTION AT THE BOARD OF DIRECTORS
MEETING TO BE HELD ON JULY 10, 2024

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~~CONSTITUTION AND BYLAWS (Should delete Constitution and)~~

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Friends of the Cuba Library, Inc.

Cuba, New York

ARTICLE I - NAME

The name of this corporation shall be Friends of the Cuba Library, Inc., Cuba, New York, herein after known as, Friends.

ARTICLE II - PURPOSES/OBJECTIVES

The charitable purposes/objectives of Friends shall be to:

- a. promote the mission of the Cuba Circulating Library Association, a 501(c)(3), Section 170(b)(1)(A)(vi) organization, herein after known as, Library,
- b. raise public awareness in the community about the programs, services, and resources of the Library,
- c. raise money to provide financial support for Library programs and services, and other Library defined needs, especially those needs not normally covered in the Library's operating budget,
- d. advocate for the Library,
- e. recognize the service contributions of the library staff, volunteers, Board of Trustees, Friends, and supporters,
- f. develop new activities and programs and expand/adjust objectives as needed to support the Library, and
- g. encourage and support other appropriate community activities/organizations which augment the purposes of Friends.

ARTICLE III - MEMBERS

Section 1: The members of Friends shall be any person, group, business, or corporation who pays dues in order to support the Friends' objectives.

Section 2: Dues shall be paid annually and shall become due on the day of the annual meeting.

Section 3: The categories of membership and respective dues are:

\$ 2 Student- from age 12	\$ 5+ Friend	\$ 15+ Special Friend
\$25+ Exceptional Friend	\$ 50+ Phenomenal Friend	
\$200+ Outstanding Friend	\$500+ Friend for Life-exempt from renewal	

Section 4: Paid members shall be considered members in good standing.

Section 5: Members in good standing shall be entitled to: vote at the annual meeting, hold elected office or chair a committee, if eighteen years or older, serve on any committee, and vote at any regular or special meeting of Friends where business shall be conducted.

Section 6: For the purposes of conducting business and the election of officers, members in good standing, whether:

- a. Any group, corporation, or business shall have the right to cast a single vote by its authorized designee.
- b. Any person shall have a single vote.

ARTICLE IV - OFFICERS

Section 1: The elected officers of Friends shall be president, vice president, recording secretary, corresponding secretary, and treasurer. The duties of the officers shall be such as are implied by their respective titles and, as are specified in the constitution and bylaws.

Section 2: The term of office shall be two years, such term to begin immediately following election by ballot at the annual meeting.

Section 3: a. In even years, the officers elected shall be: President, Treasurer, Corresponding Secretary.

b. In odd years, the officers elected shall be: Vice President, Recording Secretary.

Section 4: The duties of the president shall be to:

- a. Preside at all meetings of the Board of Directors, the members, and the executive committee.
- b. Call special meetings of the membership, or the executive committee, or the Board of Directors, if the need arises.
- c. Appoint standing committees, special committees, and chairpersons, as are deemed necessary.
- d. Serve as an ex officio member of all committees, except the nominating committee.
- e. Serve as the chief executive officer of the organization and to carry out and execute all plans and policies determined by the Board of Directors.
- f. Prepare, prior to each meeting, an agenda which follows the Friends' order of business.
- g. Act as the liaison to the Library Board of Trustees.

~~h. Perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Friends.~~

h. herein.

i. Section 5: The duties of the vice-president shall be to:

- a. Act in the absence of the President in the capacity of President.
- b. Assist the President.

j. c. And perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Friends, herein.

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Section 6: The duties of the recording secretary shall be to:

- a. Keep a record of the minutes of all meetings.
- b. Keep on file all committee reports.
- c. Make the minutes and records available to members upon request.
- d. Maintain record books in which the bylaws and minutes are entered, with any amendment to these documents properly recorded, and to have current record books on hand at every meeting.
- e. Assist the President in preparing an agenda prior to each meeting.
- f. In the absence of the president and vice president, call the meeting to order and preside until the immediate election of a chairman pro tem.

a. g. Perform such other duties applicable to the office as prescribed ~~by the parliamentary authority adopted by the Friends, herein,~~

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Section 7: The duties of the corresponding secretary shall be to:

- a. Send to the membership a notice of the annual meeting.
- b. Take care of necessary correspondence, and
- ~~i.~~ Perform such other duties applicable to the office as prescribed herein by the parliamentary authority adopted by the Friends,

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k.

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l. Section 8: The duties of the treasurer shall be to:

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- a. Collect all monies, and pay all expenses.
- b. Keep the financial records.
- c. Chair the finance committee.
- d. Present the annual budget to the Board of Directors at the November meeting.
- e. Prepare and present a report of income and expenditures and a budget status report for each meeting.
- f. Present an annual financial report to Friends at their annual meeting and to the Library Board of Trustees.
- g. Ensure that the annual financial review occurs.

~~h.~~ Perform such other duties applicable to the office as prescribed ~~by the parliamentary authority adopted by the Friends.~~

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m. herein.

n. Section 9: Officers shall be nominated by a nominating committee. The nominating committee shall:

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- a. Consist of two members in good standing elected biennially from the membership at the October meeting of Friends.
- b. Prepare the election ballot by nominating one person per office.
- c. Seek the assurance of said nominee that he/she will serve, if elected.
- d. Submit the nominations in writing to the membership at least one month prior to the annual meeting, unless otherwise instructed by the Board of Directors.
- e. And, at the annual meeting, additional nominations may be made from the floor with the consent of the nominee.

ARTICLE V - MEETINGS OF THE MEMBERS

Section 1: Regular meetings of Friends shall be held the first Wednesday of each month, March through November, unless otherwise ordered by the Board of Directors.

Section 2: The annual meeting of Friends shall be held on the first Wednesday of April unless the Board of Directors deems fit to change said day, month, or time by providing to the membership two weeks prior written notification of the meeting change.

Section 3: The annual meeting shall be held for the purposes of: biennial election of officers, appointment of standing committees and standing committee chairs, and the conducting of business which shall be properly brought before the membership.

Section 4: A special meeting of Friends may be called at any time by the executive committee.

Section 5: A quorum shall consist of two-thirds of the members present for the conducting of business.

ARTICLE VI - BOARD OF DIRECTORS

Section 1: The business and affairs of the corporation are vested in the Board of Directors.

Section 2: The executive committee and two standing committee chairs shall constitute the Board of Directors.

Section 3: No elected or appointed member of the Board of Directors shall hold more than one position on the board, and shall, therefore, have the right to cast only one vote in the transaction of business.

~~Section 4: The immediate past president shall serve as an ex-officio member of the Board of Directors for one year following the term of office. THIS WILL BE DELETED.~~

Section 5: The Board of Directors shall supervise the affairs of Friends, shall transact business between meetings of the membership, and report at the annual meeting any business transacted by the Board of Directors during the year.

Section 6: The Board of Directors shall set the time and place of regular and special meetings.

Section 7: The Board of Directors shall meet as needed.

Section 8: A simple majority of the Board of Directors shall constitute a quorum for the conducting of business.

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Section 9: Members of the Board of Directors shall attend all meetings called by the presiding officer. In the event of a necessary absence, the member of the board shall notify the presiding officer for said meeting.

Section 10: The Board of Directors shall retain the right to remove any officer, board member, or committee chair for dereliction of duties.

Section 11: Dereliction of duties shall include, but not be limited to: missing three meetings per year from annual meeting to annual meeting, failure to follow assigned duties, and failure to perform the primary legal duties of care, loyalty, and obedience required of a member of a board of directors.

Section 12: Vacancies in any elected office and /or vacancies on the Board of Directors which occur between elections shall be filled through appointment by the President for the remainder of the officer's or director's term.

ARTICLE VII - COMMITTEES

Section 1: Executive Committee

The elected officers of the corporation shall constitute the executive committee and shall have authority to act for the Board of Directors between meetings of the Board and shall report thereon at the next meeting of the Board.

Section 2: The Standing Committees and the responsibilities of each shall be:

a. Events

- i. To oversee the execution of fundraisers.
- ii. To coordinate appointed subcommittees and connect with subcommittee chairs on a regular and timely basis to ensure the completion of assigned responsibilities.
- iii. To alert the corresponding secretary of the date, time, and place of committee meetings for the proper notification of the membership.
- iv. To keep proper and comprehensive written minutes of each meeting.

b. Membership

- i. To organize and operate the annual membership drive from mid-February to the end of March.
- ii. To keep current records of membership and distribute said membership list to appropriate committee chairs and officers as necessary.
- iii. To send annual renewal notices.
- iv. To alert the corresponding secretary of the date, time, and place of committee meetings for the proper notification of the membership.
- v. To keep proper and comprehensive written minutes of each meeting.

c. Promotion and Publicity

- i. To promote Friends' events and activities to meet the objectives of Friends.
- ii. To alert the corresponding secretary of the date, time, and place of committee meetings for the proper notification of the membership.
- iii. To keep proper and comprehensive written minutes of each meeting.

- d. The chairperson of the Events Committee and the chairperson of the Promotion and Publicity Committee shall serve on the Board of Directors of Friends.
- e. Finance
 - i. To consist of the treasurer and one member appointed by the President at the April meeting.
 - ii. To prepare the annual budget by September 30th.
 - iii. To prepare an annual financial report for audit by December 31st.
 - iv. To alert the corresponding secretary of the date, time, and place of committee meetings for the proper notification of the membership.
 - v. To keep proper and comprehensive written minutes of each meeting.
- f. And any other standing committees as shall be necessary to carry on the work of Friends.

Section 3: Special Committees

- a. Shall be established as necessary to carry on the work of Friends.

ARTICLE VIII - FINANCES

Section 1: The accounting period of Friends shall be the calendar year from January 1st to December 31st.

Section 2: A budget for the next fiscal year shall be approved by the Board of Directors by December 31st.

Section 3: The funds of Friends shall be held on deposit at a bank to be determined by the Board of Directors.

Section 4: No officer, committee, or individual member shall incur any expenses on behalf of Friends unless duly authorized by the executive committee.

Section 5: The official financial records of Friends shall be maintained at the Library.

ARTICLE IX - DISSOLUTION

Section 1: In the event of the dissolution of Friends, encumbrances shall be paid from Friends' financial assets to discharge all debt.

Section 2: Following the discharge of all debts, the remaining financial assets shall be distributed to the Library for the purposes of funding youth and adult programming.

Section 3: Any physical assets belonging to Friends shall become the property of the Library.

~~ARTICLE X - PARLIAMENTARY AUTHORITY~~

~~Section 1: Robert's Rules of Order Newly Revised shall govern the proceedings of Friends of the Cuba Library, Inc. THIS WILL BE DELETED~~

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ARTICLE - CONFLICT OF INTEREST

A conflict of interest policy shall be approved by the Board of Directors and attached to the Constitution and By-Laws. THIS SHOULD BE DELETED AS IT REFERS TO A POLICY AND IF YOU CHANGE THE TERMS OF THE POLICY IN ANYWAY YOU THEN HAVE TO REVISE THE BYLAWS. THIS SHOULD BE SEPARATE FROM THE BYLAWS

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ARTICLE XII -WHISTLEBLOWER POLICY

A whistle blower policy shall be approved by the Board of Directors and attached to the Constitution and By-Laws. THIS SHOULD BE DELETED AS IT REFERS TO A POLICY AND IF YOU CHANGE THE TERMS OF THE POLICY IN ANYWAY YOU THEN HAVE TO REVISE THE BYLAWS. THIS SHOULD BE SEPARATE FROM THE BYLAWS

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ARTICLE XIII -NONDISCRIMINATION/ANTI-HARASSMENT POLICY

A nondiscrimination/antiharassment policy shall be approved by the Board of Directors and attached to the Constitution and By-Laws. THIS SHOULD BE DELETED AS IT REFERS TO A POLICY AND IF YOU CHANGE THE TERMS OF THE POLICY IN ANYWAY YOU THEN HAVE TO REVISE THE BYLAWS. THIS SHOULD BE SEPARATE FROM THE BYLAWS

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ARTICLE XIV - AMENDMENTS

Section 1: This Constitution and By-Laws may be amended at the annual meeting of Friends by twothirds of the members present, provided the membership is given written notice at least ten days prior to the meeting. DELETE and replace with

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Amendments or revisions to these By-Laws may be proposed at any Board meeting, and shall be voted upon at the next Board meeting.

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Revocation of Former By-Laws: All by-laws of Friends of the Cuba Library, Inc. heretofore adopted and inconsistent with or contrary to the foregoing by-laws are hereby revoked.

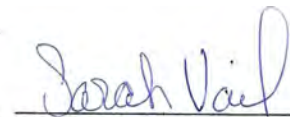
Adopted on: April 4, 2023



4-4-23

Director/President

Date



4-4-23

Director/Vice President

Date

Claudia Little

Director/ Recording Secretary

4-4-23

Date

Victoria Kavel

Director/Treasurer

4-4-2023

Date

Lynne Fuhrer

Director/Corresponding Secretary

4/4/23

Date

N/A

Director/Past President

Date

Inc.

Policy Committee Report – June 5, 2024

The Policy Committee, which consists of Heather Forness Thomas, and Sharry Semans, met on June 8, 2024 to discuss revisions of the Bylaws as presented at the Board meeting on June 5, 2024. Also present at the meeting were Vicky Kameck and Sarah Vail, who just happened to be there because they were having a Financial committee meeting. So, they informally joined us.

We put together the revised Bylaws which basically deletes Article VI(4) regarding past president ex officio duties, and Article X regarding Roberts Rules. In order to do that, we also had to make some other minor changes. A copy of the revisions is attached hereto. Please also note, we discussed the fact that policies should not be attached to Bylaws and, therefore, we deleted any references to policies (except membership, which will be discussed below). This is due to the fact that, if anything in the policies were changed, we would again have to revise the Bylaws.

During this meeting, we also discussed some further revisions for the Bylaws as outlined below.

DISCUSS THIS WITH THE BOARD

First, it was discussed that changing the order of meetings may provide for more streamlining of the operating of Friends. For instance, our fiscal year is Jan 1 to Dec 31. Then the membership drive is Mid Feb to end of March. Next the annual meeting and elections are in April. This means that we are involved in Board related issues until the middle of the year. We would like to propose the following changes:

Fiscal year would remain the same – Jan 1 to Dec 31

Annual meeting and elections – First meeting in Jan (start with new Bd)

Membership drive – Feb to March

Now all business is done, and fundraising can be the main objective for the rest of the year. Obviously some other issues may come up, but the new Board is seated by Jan.

Second, it was discussed the it may be more beneficial to have Supporting Members, rather than voting members. This would mean that we would no longer have to hold membership meetings, but instead have a Board meeting every month. We discussed using the Board of Trustees as a model for this change. We can have a public comment session at the beginning of each meeting, and/or perhaps a Supporting Member comment session. This would also obviate the need of having two sets of minutes. (Also, FYI, Olean does not have voting members.) And also, even if it is decided to keep membership as is, the details should not be in the Bylaws, because if there is any change in classes of members and/or prices, it would necessitate a revision of the Bylaws, again. Because we just held the membership drive, these revisions could be put in with a future effective date.

Proposed Revision: Membership: 1. There shall be two classes of memberships: Supporting Members and Voting Members. 2. Supporting Membership shall be open to individuals upon payment of prescribed annual donation. Supporting Members shall be non-voting members of the Friends; however, shall be entitled to such rights and privileges as determined by a prescribed annual donation level and as set for by the Board from time to time. 3. Voting Members of the Friends shall consist of the members

of the Board of Directors of the Friends. Each Voting Member shall be entitled to one vote on any issue to come before the Board at a duly called meeting of the Board.

NOTE: the exact criteria for supporting members would be done with the membership committee in the near future.

Third: The number of the Board of Directors would become a finite number. It would include the five executive officers and 2-4 more people. A term limit of two years could also be set for Directors. This would need to be decided.

Fourth: In Article IX (2) under dissolution, it indicates the Library must use any remaining assets for the purposes of youth and adult programming. We believe that the use of the money cannot be specified, as it is against the Friends purposes and objections for supporting the Library. So that wording would be deleted.

Fifth: In Article XIV – Amendments, we believe that amendments/revisions to bylaws should be able to be made at anytime that is necessary. As you all know, something may come up that would necessitate a change. Therefore, the wording could be:

Amendments or revisions to these Bylaws may be proposed at any regular Board meeting and may be voted upon at the next regular meeting. Written notice of the proposed amendment(s) shall be sent to all absent members at least ten (10) days prior to next Board meeting.

These are the major topics that were discussed. We would like to have an open and friendly discussion regarding these matters. We believe these changes would open up the Friends to more freedom of discussions, easier ways to handle the Board meetings, and still remain the same dedicated Board is has been in the past. Meetings would be run with an agenda, a presiding officer, courtesy to each other, and with the purposes and objectives of the Friends.

We would also like to thank Pat for her past work and dedication to the operation of Friends.

Respectfully submitted:
Sharry Semans, Chair