

Minerva Free Library
Board of Trustees Meeting
Minutes approved by the Board: July 9, 2021

Present Board Members: Beth Armes, Darlene Barney, Carol Chase, Elizabeth Meeder, Krista Rhebergen, Mary Reyda, Judy Warren Lorraine Wiggers, Director Shellie Williams

Guests: Executive Director of CCLS Janice Dekoff

Secretary's Report: Acting President, Mary Reyda called the meeting to order @ 1:00 pm. followed by the Pledge of Allegiance. Attendance was taken with each member introducing themselves to the other members of the Board since there were new members.

Current board members were asked if they were interested in continuing to serve the Minerva Library as Board Members. All in attendance accepted their positions to the board, with the exception of Mary Reyda, who has chosen to retire. Mary was thanked for her 18 years of dedication to the board and was encouraged to attend any future meetings since they are open to the public. It was decided that Board member Bob Person would be contacted in regards to his continued position on the Board.

Prior to the election of officers, the duties of the officers were discussed so the new members of the Board would be familiar with the obligations set forth. After the descriptions of duties given by Jan Dekoff, the following officers were elected to a term ending in 2024.

	Nominated by	Seconded by
President: Beth Armes	Darlene	Carol
Vice President: Elizabeth Meeder	Judy	Darlene
Treasurer: Krista Rhebergen	Darlene	Beth
Secretary: Judith Warren	Carol	Darlene

All members voted aye.

Director's Report: Shellie Williams reported that the library is waiting approval from NYS for the construction grant that was granted to roof and inside ceiling and wall from leakage. With the change in contractor and a lesser amount being charged there was \$3500 left to spend on fixing the lift and LED lighting. We must wait to see if this action would be covered with the remaining monies.

Shellie sent around an address request form that needed updating so that information would be sent to each member.

It was discussed that an agenda would need to be created in advance of our meetings. Beth and Shellie will contact each other to discuss the agenda that will be presented.

Housekeeping issues of importance were brought to the table:

- basement foundation issues
- wood on the main entrance door
- windowsills
- library sign repainted
- bushes and trees trimmed

Trying to get the community involved with these efforts was discussed.

Board issues to be looked at in future meetings were discussed.

- short and long range plans
- fund raising goals and plans
- grants ALA suggested
- role of local municipalities in regards to funding

A possibility of using the circulation report to look at future endeavors was discussed. Using the CCLS tools available for this would be very helpful. We need to consider reviewing what our patrons interests and needs are.

Financial Report-Krista Rhebergen

Krista handed out a Financial Report created on EXCEL with January-June line items shown and a projection for the remainder of the year's budget. Shellie and Jan Dekoff worked on this together because EXCELL is new to Shellie. Krista will be meeting with Shellie to become familiar with the program for further use.

The USB endowment was discussed and a Sub Committee of Elizabeth, Krista, and Shellie was created to look into the state of this account. Fund raising ideas were also discussed and it was thought that a meeting dedicated to this topic would be beneficial.

New Business:

It was discussed that one meeting a month may not be sufficient enough. It was decided we would meet the 2nd Friday of each month. The motion was moved by Carol Chase and seconded by Darlene Barney.

The present By-Laws were adopted in 1994 and a suggestion was made that we need to revisit them as a Board and make the agreed upon changes.

Next Meeting: Our next Board Meeting will be held Friday, July 23, 2021 @ 1:00

Adjournment: The meeting was adjourned at 2:32 pm.

Respectfully submitted,
Judith Warren

