

Minerva Free Library  
Board of Trustees Meeting  
Draft of Minutes: July 23, 2021

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

Guests: Linda Harvey

Secretary's Report: Acting President, Beth Armes called the meeting to order @ 1:00 pm.  
followed by the Pledge of Allegiance. Attendance was taken. It was  
asked who of the members would be willing to be a timekeeper to  
keep us on track and focused and Krista volunteered. Our agenda  
was distributed.

Director's Report: Shellie Williams handed out the draft of minutes from the 7/9/21  
meeting and the corrections were made. Darlene made a motion to amend the minutes and it  
was seconded by Krista. All voted aye. (The secretary made the amended minutes on 7/9.)

\*Shellie addressed the Library stats with a 452 items checked out, with an increase over the  
last few months.

\*NYS has accepted the amendment to the original grant and has allowed us to proceed with  
the electrical work as planned. Josh Cole will be working the library into his work schedule.

\*CCLS Executive Director, Jan Dekoff confirmed with Shellie that we may apply for another  
NYS Construction grant. She believes that the French drains and masonry work should be  
eligible. There is urgency of this with the grant date submission being Monday, August 9<sup>th</sup>.

\*It was stated that the picnic table could not be included in the grant, however, if someone  
builds the tables, 25% of the materials should be covered.

\*Jan also gave the board two links for us to peruse to consider joining either ALA or ARSL.

\*It was decided that Shellie would use the CCLS Model for the Airborne Infectious Exposure  
Prevention Plan as a template to complete our required plan. This is due by August 5<sup>th</sup>.

\*Each member was asked to sign their Board Member Assurances Form, and their Sexual  
Harassment Form and turn them in by the September board meeting.

\*The Minimum Standards Comparison Chart was distributed and Shellie assured us that we  
have met all the minimum standards.

\*Cindy Sears has taken on the responsibility of the library website. She is adding new  
information and working on our community image.

President's Report: It was stated that Board Member Bob Person has selected to step  
down as an active member of the board. We thanked him for all he has done and the time he

committed to the Minerva Library over the years. He was also encouraged to become part of the "Friends of the Library" group.

\*We discussed the diversity of the Board and hope to get some men to join so we have a male perspective. Beth pointed out she had approached Harold Reynolds and that he is interested in having a discussion about the library and the Board. It was suggested that we post a flier around town and post this on the website for interested parties to acquire about.

#### Financial Report-Krista Rhebergen

Krista handed out a Financial Report for July and went over the expenses and final balance for the month and year to date. A motion was made by Carol and seconded by Darlene to approve the treasurer's report. All voted Aye.

#### Grant Writing:

\*Beth has taken the initiative to start looking for grants that we may apply for. She went over a list of some she has looked into, but not studied at length.

\*A motion was made by Judy and seconded by Darlene that we contact Garret to see if he would come to a meeting and discuss grant writing, as Beth had discussed an ALA grant with him in passing. All voted aye. Beth will set up this meeting.

\*We are hoping to be eligible for a Historical Building Grant.

Fundraising: The board members were asked to create a list of fundraising ideas to bring to the table next month. This will be the main focus of our August meeting.

#### Community Calendar: Linda Harvey

Linda gave a presentation of what is involved in the continued publishing of the Sherman Community Birthday Calendar. We will have a discussion about it at the next meeting because it is a fundraising venture and that is our August meeting focus. We were very appreciative of all the hard work the Community Church Ladies have put into this yearly production.

#### Organization of Sub-Committee Leaders: All voted aye

Motion Made By	Seconded By	
Buildings and Grounds: Elizabeth Meeder	Judy	Beth
Book Clubs: Judy Warren	Carol	Darlene

Children and Teen Programming will be discussed at another time.

Buildings and Grounds: Our 7/20 cleanup day was discussed and there were more issues that have come to our attention. There are two cracks on the basement walls and water collecting on the west walls. As a result, we are looking at three projects that are of importance.

1) French Drains 2) water proofing the basement 3) miscellaneous low cost jobs

A motion was made for Elizabeth to get three contractors quotes for the French Drains as a starting point. Motion made by Lorraine and Seconded by Carol. All voted aye.

The fire extinguishers were not up to code as of 7/20, but Shellie confirmed that this has been taken care of.

Putting a hose on the humidifier was also discussed so it would continually empty.

Elizabeth will create a Maintenance Calendar so we can keep track of building needs.

A discussion began about fundraising as we are looking at Oct. 12<sup>th</sup> for our first activity. Beth will approach Harold Reynolds and see if he would present wild edibles and about his recent Appalachian Trail trip.

Elizabeth will work on fliers to post around town to get the community excited about being part of the community library activities.

Action Register:

Beth will see if we need to be put on the Village Board agenda to ask about possible funding. Beth will talk to Harold and Garret.

Next Meeting: Our next Board Meeting will be held Friday, August 13, 2021 @ 1:00

Adjournment: The motion to adjourn was made by Judy and Seconded by Krista. The meeting was adjourned at 3:00 pm.

Respectfully submitted,

Judith Warren