

Minerva Free Library
Board of Trustees Meeting
Minutes: August 13, 2021

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

Secretary's Report: President, Beth Armes called the meeting to order @ 1:00 pm. followed by the Pledge of Allegiance. Attendance was taken, with us starting the meeting without Vice President Meeder who arrived @ 1:12. Krista volunteered to be the timekeeper. Our agenda was distributed.

Director's Report: Shellie Williams handed out the draft of minutes from the 7/23/21 meeting and the agenda. Darlene made a motion to accept the minutes as presented, seconded by Krista. All voted aye.

*Shellie addressed the Library stats with a 355 items checked out for the month of June.

*She stated that CCLS Executive Director, Jan Dekoff confirmed that the CCLS Board has approved the building grant intent and the grant application process can now move forward. The Grant Application is due to CCLS by Friday, September 10th.

*The boiler was inspected and failed two codes, and needs to be fixed quickly. Darlene made a motion, seconded by Krista for Shellie to contact Scott Olson to come and look at the boiler.

*Shellie also shared the Loss Prevention Report with the Board.

*UBS paperwork and the Board Member Assurance Checklists were collected from those who had signed them. It was stated that these would have to be resigned when a new Handbook for NYS Trustees was printed.

*Cindy Sears has taken on the responsibility of the library website. Shellie shared the By the Numbers Data sheet that would be added to the website.

*A letter was read to the Board regarding wearing masks at the library. It was decided with low exposure in our area, we would leave it to the discretion of the Director and people visiting the building, until future action is needed. The poster was placed back on the main door in regards to masks.

President's Report: Beth stated that Harold Reynolds declined the invitation to sit on the Library Board. Elizabeth encouraged the Board to keep a list of people that might like to become part of the "Friends of the Library" group. (Bob Person, Mary Reyda, Patrick Paul, Harold Reynolds, Garrett Culver, Quinton Armes) We continued our discussion of diversity on the Board and hope to get some men to join so we have a male perspective. Beth pointed out the she would reach out to Ryan Sanders to see if he had an interest in the Board.

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. Darlene asked what the line item: Print Materials consisted of all books and magazines, with the answer being magazines. Also it was stated

that water and sewer was paid bi-monthly. It was stated that the year to date expenses was about the same as other years. A question in regards to the Income From Investments would be looked into for opportunities for investment. Elizabeth will look into the back statements before they meet with our financial advisors. A motion was made by Lorraine and seconded by Darlene to approve the treasurer's report. All voted Aye.

Grant Writing:

On July 27th some of the Board members met with Garret Culver about grant writing. They mentioned that he recommended we look at our abilities to reach the community with library information. Ideas mentioned were: Plugins, EBSCO, Facebook, Newsletters, E-mails, and Flyers. Beth, Elizabeth, and Shellie will continue to research and apply for grants.

Buildings and Grounds: Elisabeth stated that a grant had been submitted on Monday to address some of the building issues. (extending drainage away from the building, the patio outside, which may help the drainage off the roof, relocation of kitchen area) She will continue to work on this and keep us updated. Beth mentioned an "Open" Flag to be put out during library hours.

Fundraising: Events agreed upon by the Board.

Puzzle Swap: Thursday, September 16th 6:00-8:00 \$5 donation to the library.

Costume Sale: Thursday, October 14th 6:00-8:00. \$1, \$5, and \$10 tables.

Continuous Book Sale upstairs when we have events going on.

Harold Reynolds-November

Vicki Boehmer-December ornaments

Danielle Keith and the Prickly Pear-January

Continue to Research: Golf Tournament and Community Calendar Photo Contest

By-Laws

We are in need of updating our present By-Laws and place previous amendments where they belong. A motion was made by Judy and Seconded by Elisabeth that Darlene and Carol will start the process of reviewing the By-Laws.

Action Register: Our September meeting will focus on Expectations and Goals of the Library Directors Roles. We want to make sure these revolve around our Mission Statement. October will focus on short term planning.

Changes made by Judith Warren, Secretary on 9/3/2021

Next Meeting: Our next Board Meeting will be held Friday, September 10, 2021 @ 1:00

Adjournment: The motion to adjourn was made by Darlene and Seconded by Krista. The meeting was adjourned at 3:10 pm.

Respectfully submitted,
Judith Warren

