Minerva Free Library

Board of Trustees Meeting

Final Minutes: October 7, 2021

Present Board Members: Beth Armes, Darlene Barney, Carol Chase, Elizabeth Meeder,

Krista Rhebergen, Judy Warren, Lorraine Wiggers, Director Shellie Williams

Guest: Cindy Sears

Secretary’s Report: President, Beth Armes called the meeting to order @ 6:01 pm. followed by the Pledge of Allegiance. Attendance was taken. The agenda was distributed.

Director’s Report: It was stated by Shellie that all Board Members and Staff are required to take the Sexual Harassment training annually and fill out the required forms as well.

\*Shellie addressed the Library stats with total items checked out for the month of September with the total circulation being 560 items.

\*The boiler is fixed and the inspection has been passed.

\*An Open Flag will be ordered, as Triple E doesn’t make flags.

\*Shellie read aloud her concerns about the Staff Reviews of Cindy and Krista and her current salary.

President Beth Armes brought up the fact we needed to start reading the minutes before attending the monthly meetings so that it doesn’t eat up our time. A motion was made to approve the September minutes by Lorraine and Seconded by Carol.

It was also proposed to amend the present By-Laws. The change states that the secretary will e-mail the minutes to the Board Members within 7 days. The Board will read the minutes and submit any chances back to the secretary for corrections.

With the goal of having our By-Laws approved and on the website by the end of the year, it was decided to table the overview until a special meeting @ 6:00 PM October 12th.

Financial Report-Krista Rhebergen

Krista handed out a Financial Report for September and went over the expenses and final balance for the month and year to date. Our newly created Expense Form was discussed. The Approved Budget will be continued to be worked on by the committee. It was stated that the $100.00 from the Puzzle Swap needed to be placed in the Other Income Category. A thought about making the Library Checkbook an on-line resource instead of an actual book was discussed with more to follow in regards to this.

President’s Report: Beth mentioned the Trustee Webinars that are available to watch on-line. Those that are interested were instructed to let Shellie know about their intentions.

\*The afterschool Reading Hour on Thursdays seems to be going well. A BINGO chart was created by Cindy to distribute to the children. The 14th will be “Spooky Reading.”

\*We, as a Board, went over the Minimum Standards Comparison Chart line by line to make sure we were working towards meeting all the standards. As a result of this discussion, as motion was made by Carol and Seconded by Darlene to take the Board Approved Policies, Procedures and the Handbook for Library Trustees of New York State pages 114-115 and the PowerPoint Policy Guidelines from CCLA and summarize them. Some of these items are repetitive. Cindy has very graciously been working on this already.

\* With the goal of having our By-Laws approved and on the website by the end of the year.

\*It was decided that we needed to transition Krista out of the Treasurer’s Role so that we could have her as a voting member of the Board. Elizabeth went over a draft of the duties that a new Treasurer would have. It was decided for Shellie to ask Scott Bensink if he would be will be take on this role. Other names that came up were Curt Meeder, Jeff TeCulver and Bill Rowan.

Fundraising: Elizabeth brought up some research she did in regards to other communities and how they got local funding for their town library. She stated that some were partially funded by their Town, Village, and School Boards. Since we already receive monies from the Town Board, it was decided that we should think about asking the Village and School Boards. Elizabeth made a motion to get proposals together to bring to these Boards. Carol volunteered to go to the Village Boards and Carol and Judy will go to the School Board once these proposals are ready. Judy seconded the motion.

Fundraising: Events: It was decided we would publically advertise that the donation money from events is going towards our $850.00 needed for the Building Grant.

\*October 14th Spooky Reading 2:45 pm

\*November 9th Harold Reynolds

\*December 14th Vicki Boehmer ornaments $10.00

\*January 11th Garrett

\*Danielle Keith and the Prickly Pear- Still checking her schedule

Cindy Sears informed the group that Sarah Sears was a winner of the Summer Reading Program Contest. The Library received $50 for her participation. We are very grateful for her participation.

As a Board, we decided we would try become involved in the Superintendent Search Survey that SCS is involved in. The library will be willing to help anyone that needs a computer to complete the survey.

Buildings and Grounds: Elizabeth stated that the Building Grant has made it through another round and is going to the CCLS Board next.

Judy is going to do some research about a bench to be placed outside the library in memory of Mary Lou Russell who served on the Library Board from 1974-2004.

Carol made a motion to excuse the one voting member of the board as we went into executive session due to a conflict, and we did so without prejudice and on the merits, this was seconded by Judy. All voted aye. A motion was made to go into in Executive Session @ 7:40 to discuss employee raises. A motion was made to adjourn the Executive meeting @ 7:55.

Elizabeth expressed a sincere thank you to Cindy and Krista for all of their hard work and dedication to the library, on behalf of the Board.

Next Meeting: Tuesday, November 2nd, 2021 @ 6:00 PM

Adjournment: The motion to adjourn was made by Darlene and seconded by Lorraine. The meeting was adjourned at 8:11 pm.

Respectfully submitted,

Judith Warren