

Minerva Free Library
Board of Trustees Meeting
Final Minutes: November 2, 2021

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

Secretary's Report: President, Beth Armes called the meeting to order @ 6:08 pm.
followed by the Pledge of Allegiance. Attendance was taken.

The minutes from the October Board Meeting were approved. A motion was made by
Darlene and Seconded by Krista.

President Armes read a letter of resignation submitted by Board Member, Lorriane
Wiggers. We appreciated the resignation and are truly thankful for the years that she
has put in on the board.

The agenda was passed out.

Carol briefly went over the document that she and Cindy are working on in regards to
Approved Policies, Procedures and the Handbook for Library Trustees of New York
State pages 114-115 and the PowerPoint Policy Guidelines from CCLS and summarize
them. They will continue on with this action.

Director's Report:

*Some people turned in their required papers on the Sexual Harassment training.

*The new lighting that was part of a past grant, was pointed out to all. The bill has been
received and the monies will need to be transferred to cover this cost. \$3,944.00

*The Girl Scouts have asked to use the basement for their annual sign-up. We agreed to
allow them the use of it upon signing an agreement that Shellie will give them.

Financial Report-

The new Expense Form was handed out for the month. It was decided that a line
item needed to be added to reflect the donation money made at the Saturday
Halloween Event. Also, they will add a to/from investment column.

President's Report

*Beth mentioned that the Decorating Contest, sponsored by the Auxiliary wasn't going
to happen.

*She also mentioned that she asked some teenagers what would bring them into the
library and they mentioned food and an escape room.

*We are going to reread the latest update of the By-Laws, send comments to Darlene
and have them ready for next month's meeting.

*It was mentioned that we still need to find someone for the Treasurer's Role since Curt, Bill, and Scott all declined this position. Beth is working on the possibility of Sarah Oehlbeck taking on this role.

Long Range Goals: Elizabeth presented the board with the Long Range and Short Term Plan package. We are all asked to go over it and make additions/corrections to bring to the next meeting. Think about prioritizing while reviewing the information.

A motion was made by Darlene and Seconded by Carol to use "Libraries Change Lives" as our Motto. With that being said, our Mission Statement will be...

"Libraries Change Lives"

Minerva Free Library will enrich our community
through shared experiences, and providing resources
to enhance people's lives.

It was stated that there are no bids from Phase 3-7 at this time. This will be a work in progress.

Fundraising: It was brought up that the Town Board has been funding the library in part for the last 25 years. We think we should add the Town Board to the donation plaque that is presenting hanging in the library. Since other libraries are partially funded by their Town, Village, and School Boards we still need to create a proposal to present to the Village and School Boards. We have decided to place the presentation to the School Board on hold at this time due to the Superintendent search that is going on.

*We need to look into a place to do engraving. Judy will check and see where the school gets theirs done.

*Judy shared a possibility of what our outside bench area could look like. She will check with Matt Oehlbeck with costs on the concrete bench work and Elizabeth will check with her Amish Community connections.

*Besides using Scott Olsson as our plumber, Elizabeth will bring the name of the plumber from Bemus to our next meeting.

Fundraising: Events:

*November 9th Harold Reynolds

*December 14th Vicki Boehmer ornaments \$10.00

*January 11th Garrett

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

A Budget meeting will take place on November 30th beginning @ 6 to finalize what will be presented to the entire board.

*The Board Members that are available will help Krista with the basement setup for Harold's presentation. We will meet Monday, November 8th @ 10:30 AM.

A motion was made by Darlene and Seconded by Judy to go into in Executive Session @ 7:40 to discuss Shellie's raise. A motion was made to adjourn the Executive meeting @ 8:30.

Elizabeth expressed a sincere thank you to Shellie for all of their hard work and dedication to the library, on behalf of the Board. Beth and Elizabeth then had a meeting with Shellie to explain the decision made by the Board in executive session.

Next Meeting: Tuesday, December 7, 2021 @ 6:00 PM

Adjournment: The motion to adjourn was made by Darlene and seconded by Judy @ 8:40 for members. The meeting with the President, Vice President, and Shellie adjourned at 9:00PM.

Respectfully submitted,
Judith Warren