

Minerva Free Library
Board of Trustees Meeting
Final Minutes: December 7, 2021
“Libraries Change Lives”

Present Board Members: Beth Armes, Darlene Barney, Carol Chase, Elizabeth Meeder,
Dianne Courtney-Freeman, Judy Warren,
Director Shellie Williams
Guests: Zachary and Teresa Schmitz

Secretary’s Report: President, Beth Armes called the meeting to order @ 6:00 pm.
followed by the Pledge of Allegiance. Attendance was taken.

The minutes from the November Board Meeting were approved. A motion was made by Carol
and Seconded by Judy. All: aye.

President Armes welcomed Zachary and Teresa Schintz to our meeting. Zach is working on
his Citizenship Merit Badge for Boy Scouts and is using our meeting as part of his work
toward the badge.

President Armes took an opportunity to welcome Dianne Courtney-Freeman as a new
Trustee. We then introduced her to the other members of the Board.

The agenda was passed out for the meeting and Elizabeth volunteered to be timekeeper with
the absence of Krista.

Director’s Report: Shellie

*The stats for November were down a bit with 388 loans. Shellie said that this is typical for
this time of year, and it is inline with other libraries in the area.

*A fundraiser account has been established at the bank. At the present time we have \$400
deposited. There will be no charge for the account as long we keep above \$300 in it.

*\$4000.00 was sent from the endowment account to the checking account to pay Cole Electric
for the completion of the work from last years grant, which Shellie said has been closed out.

*Mike Jones the CCLS Computer Tech has replaced the libraries networking equipment to
bring the internet up to speed.

*It was brought to the Boards attention by Shellie that Cindy is at the library every week
for Thursday Reading Time and she asked if we should be paying her because she is
taking away from her usual schedule to be there.

*Shellie wanted to make sure that it was correct that the library would be closed on Christmas
Eve and New Years Eve.

*Author Isiaiah Rashaad will be at our library on January 13th @11AM.

Financial Report-Darlene

Darlene went over the Expense Report for November. It was stated that we need to add
the savings account into the report. The beginning balance for next month is \$1569.62.
Elizabeth made a motion to accept the report as is and Carol seconded the motion. All: aye.

President's Report

*A motion was made by Carol to approve the latest version of our By-Laws as written. It was seconded by Darlene. It was signed and dated by our president as of 12/7/2021.

*Carol discussed the current situation with our Operating Manual that she and Cindy have been working on. It was decided that a work session was needed to go over the personnel section of this manual. Anyone available will meet at 1:00 on Wednesday, December 15th to continue work on the manual. Elizabeth volunteered to go over and proofread the final document when it is sent to her.

*Short and Long Range Goals: Elizabeth will also update the Long Range and Short Term Plan package. Carol made a motion to approve this package and Judy Seconded it. All: aye

Fundraising: Carol gave a report about her conversation with Mr. Person of the Town Board in regards to the Town and Villages yearly donations to the library. It was stated that 30 years ago a formula was created between the two municipalities. It was a 60/40 split of the funds, so the Village has been donating to the library all along. It is too late to ask their boards to review the amount given to the library for next year; therefore, before August of next year, we need to gather everything needed to request an increase of this donation. We decided to prepare a package by June 2022 and deliver it to the respective boards in July. Our financial records will need to be given to them as well.

*It was also stated that we should take a look at the Library Bill of Rights in regards to usage of the building.

*A concern was brought up about the issue of masks in the building. There is a notice on the door for those entering in regards to this. We are in compliance with CCLS. If this changes at all, we will follow as instructed.

Budget: We took a look at the unapproved budget for next year.

*We need to close the gap and address the deficit. It looks like this will need to be reached by using the endowment monies. A motion was made by Elizabeth and Seconded by Darlene to address this.

*We will continue to think about the change of hours for the New Year. Shellie and Beth will continue with conversations in regards to this. We must remember that this cannot be a concern with the budget that has been formulated. It will be a change of hours, not more hours added on.

*"A budget of \$57,325 was approved for Fiscal Year 2022. Potential income is estimated at \$42,932, with the balance (\$14,393) to be taken from the Endowment Fund held at USB. The board authorizes the director to operate within this budget."

* Elizabeth made the motion to approve the budget with the idea that the gap between expenses and income is covered by the endowment. Seconded by Darlene. All:Aye

*Beth is waiting on a list from the Pre-K teachers on skills that we can help the youngest of our library visitors achieve.

*Book Club organization is underway. We are looking at December for the SCS Book Club and January for the Community Book Club.

*It is time to revisit our list of Grants that we compiled in the fall.

Fundraising: Events:

*December 14th Vicki Boehmer ornaments \$10.00

*January 11th Garrett

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

Next Meeting: Tuesday, January 4, 2022 @ 6:00 PM

Adjournment: The motion to adjourn was made by Judy and seconded by Carol @ 7:33.

Respectfully submitted,

Judith Warren