

Minerva Free Library
Board of Trustees Meeting
Final Minutes: February 1, 2022
“Libraries Change Lives”

Present Board Members: Beth Armes, Darlene Barney, Carol Chase, Elizabeth Meeder, Krista Rhebergen, Dianne Courtney-Freeman, Judy Warren,
Director: Shellie Williams
Guests: Jan Dekoff from CCLS

Secretary’s Report: President, Beth Armes called the meeting to order @ 6:04 pm. followed by the Pledge of Allegiance. Attendance was taken.

We started our meeting with a Question and Answer Session with Jan from CCLS. We addressed questions that were formulated when we were creating our newest updates of our By-Laws. The following clarifications were discussed and changes will be made in our current copy of the By-Laws.

- *President presides over all committees.
- *President talks to the director and creates the agenda. Topics will be followed up by the Board.
- *Secretary-the minutes and all documents will be kept at the library.
- *Treasurer/Bookkeeper/Director Director will pay the bills in a timely fashion. The Bookkeeper will sign the checks. The three of them will check in with each other periodically.
- *Director will make the deposits.
- *CCLS will be taking over the payroll and doing the quarterly taxes. They are contracted out with a payroll company, so this will make payroll much easier on Shellie.
- *Managing of Endowments will still be in the hands of our Financial Advisors. The treasurer should be the point person, however this is the responsibility of the board as a whole.

Questions regarding papers/records from the past were discussed, such as circulation records, bank statements, checks, and important documents. Jan will send us information in regards to record retention. It was stated that we would want to keep all personnel records, W2’s and performance reviews. Construction grants need to be kept for 7 years after the completion of the project.

Shellie will also contact Bessie Endress to see if she would be willing to help us with our audit as a volunteer. If she isn’t able to assist us, Shellie will contact Scott Bensink.

Also, we confirmed that Shellie is in charge of all events and programs for the library. Any/All of us will invest time in fundraising events.

We thanked Jan for her assistance and for answering our questions we had and she finished up at 7:00.

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

Director's Report: Shellie passed out the agenda.

*A total of 387 items were circulated for the month of January.

*Shellie continues to work on the annual report.

*Cindy continues to work on the Operations Manual and updating the website.

*Thursday Afternoon Reading continues to be well attended.

*If weather issues occur and SCS is close, it is at the discretion of the Director as to whether the library will be open or not. We will place the closing on the website.

* Local author Isiaiah Rashaad, will return to the library on 5/24 @ 6 for Part 2 of his program-Homicide of a Rat. It was stated that we need to reach out to the community in as many ways as possible to help our attendance rise from the seven who attended in January. The village will place things in the newsletter if room allows.

*Shellie is going to initiate "Blind Date with a Book" as a February attraction to the library.

*Shellie reported that our Monday hours have started to pick up.

Financial Report-Darlene

Darlene went over the January Expense Report and it was approved by the board. A motion was made by Carol and Seconded by Elizabeth. All:Aye She also gave a comparison sheet of the annual report over the last three years.

President's Report-Beth

A motion was made by Darlene to keep the slate of the current officers until December of 2022. It was seconded by Dianne. All:Aye

*A discrepancy was noticed on the website in the Library Budget. Salaries and Wages were not correct, but it was stated that this was being corrected.

*Beth signed the Annual Budget that was approved at our 12/7/21 Board Meeting.

*We are looking to improve the amount of information on our Minerva Website. Shellie, Beth, and Cindy will continue to work on this. There is a possibility that Garret could assist us as well.

The Agenda was visited and additions/corrections were made as far as committees are concerned.

Elizabeth-Buildings and Grounds

Judy-Book Clubs

Fundraising-Dianne and Judy

*We want to make sure that Sub Committees Report out at each monthly meeting.

Dianne will pick up that Raffle Bags at Arlene's on Saturday, February 12, prior to the basket drawings to be held at the library that day. We thank her in advance for doing this work. The winners will be contacted to pick up if Board Members aren't delivering.

With board member recruitment continuing, we are pleased that Karen Croscut has come forward and asked to be part of the board. A motion was made by Carol and Seconded by Dianne for her to become a member. All:Aye

We will now make a change in the By-Laws as to the number of board members.

Upcoming Events

*The SCS Book Club will meet on Thursday, February 17th @ 3:30.

*The Sherman Community Book Club will meet on Tuesday, February 22 @ 6PM to discuss

“The Lost Apothecary”

March 8th Vicky and Easter Eggs

April Roy VanVolkenburg

May Garrit

Fundraising Events

March Bunco Game Night TBA

The board will have a Special Design Session on Saturday, March 5th @10AM for all who care to attend.

Next Meeting: Tuesday, March 1, 2022 @ 6:00 PM

Adjournment: The motion to adjourn was made by Elizabeth and seconded by Darlene @ 8:14PM.

Respectfully submitted,
Judith Warren