

Minerva Free Library
Board of Trustees Meeting
Final Minutes: September 3, 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. A motion was made by Judy for Krista to be the timekeeper and Seconded by Carol. The agenda was distributed.

Director's Report: Shellie Williams handed out the draft of minutes from the 8/13/21 meeting and the agenda. Two corrections were pointed out. Krista made a motion to make corrections to the minutes, seconded by Darlene. All voted aye.

*Shellie addressed the Library stats with total items checked out for the month of August.

*She stated that CCLS Executive Director, Jan Dekoff confirmed that CCLS is allowed to use 10% of their overall construction funding to provide a 90/10 match for libraries serving economically distressed areas like Sherman. With this being said, our matching portion will decrease from \$2,125 to \$850 of the total \$8,500 applied for.

*Shellie read aloud her Staff Reviews of Cindy and Krista. Also, she went through her goals for the library in the upcoming year. We will need to go into Executive Session in a future meeting to discuss all their reviews and wages.

*The boiler was inspected and failed two codes; Shellie stated that she has called Scott Olsen. He actually showed up that morning and is ordering the needed parts to fix the boiler.

*Todd from UBS and Shellie are playing phone tag trying to set up a meeting.

*An annual Budget Prep Meeting will be held on Tuesday, December 7th from 5-7pm with Beth, Elizabeth, Krista and Shellie to prepare for the Annual Meeting in January.

*Shellie pointed out that Doug Neal approached her with thoughts of a Bike-A-Thon. Concetta Young's name was given as a contact person to help us with this event. We decided to consider this as a summer event next year.

*Shellie discussed the issues with her vacation time and time off for Cindy. Options were discussed on what to do if neither is available to work. 1) subs 2) changing hours 3) closing on Fridays. This will be looked at once we receive a calendar of time off for Shellie.

Financial Report-Krista Rhebergen

Krista handed out a Financial Report for August and went over the expenses and final balance for the month and year to date. A motion was made by Darlene and Seconded by Carol to form a subcommittee consisting of Darlene, Krista, Shellie, Beth, and Elizabeth to

update the Financial Form we are currently using. A Design Session was made for Tuesday, September 7th @ 6:00 pm.

A motion was made by Judy and Seconded by Beth for Shellie and Cindy to explore the use of electronic payments at the library. The possibility of Pay Pal or Venmo was discussed. Shellie is going to check with Jan to see what other libraries are presently using. All voted Aye.

A motion was made by Beth and Seconded by Carol to have Cindy spend some of her work hours looking @ Grants. All voted Aye.

Buildings and Grounds: Elizabeth stated the \$850 is the cost that we must come up with for our portion of the building grant. She is working on a list of priorities that we need to focus on to make the improvements that have been discussed by the Board. Krista pointed out that the faucets are in need of being replaced. Elizabeth will check with the Amish about the concrete and cabinets. She will soon get us a list of the phases, budget, and the numbers for this work.

President's Report: Beth mentioned an "Open" Flag to be put out during library hours. Shellie had done some research on Mounting Kits and Flags. It was suggested that we would contact Triple E and see if we could have our flag made locally.

* We thank Darlene and Carol for starting the process of reviewing the By-Laws and typing up a draft. A motion was made by Judy and Seconded by Elizabeth for each member to read and review this document so we can have a discussion about this at our next meeting.

Fundraising: Events

*A reminder was made about the Puzzle Swap: Thursday, September 16th 6:00-8:00 \$5 donation to the library. Judy and Carol will be there to represent the Board.

*It was decided to cancel the Costume Sale because there didn't seem to be enough costumes.

*Beth brought up the idea of getting donations of children's chairs for a later project of painting and selling these to make money.

*An idea about buying plaques to represent buying a brick for the new outdoor patio.

*October 14th Spooky Reading 6-7 pm

*November 9th Harold Reynolds

*December 14th Vicki Boehmer ornaments

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

*Continue to Research: Golf Tournament

Krista asked for permission from the Board to remove the rug remnants that are upstairs. A motion was made by Lorraine and Seconded by Carol. All voted Aye.

Judy also said she would remove the Halloween costumes that are not going to be used for the sale that was cancelled.

Action Register: Our October meeting will focus on Board By-Laws

Next Meeting: Our next Board Meeting will be held Friday, October 8th, 2021 @ 1:00

Adjournment: The motion to adjourn was made by Judy and Seconded by Carol. The meeting was adjourned at 3:15 pm.

Respectfully submitted,
Judith Warren