

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

Present Board Members: Beth Armes (virtual), Darlene Barney, Carol Chase, Elizabeth Meeder, Krista Rhebergen, Dianne Courtney-Freeman, Judy Warren, Karen Crocut, Director: Shellie Williams
Guests: Ryan Perry and Eli Armes (virtual)

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

Krista was appointed timekeeper for the meeting to keep us on track with the agenda. We welcomed new Board Member, Karen Crocut and did introductions of present board members.

President Beth Armes made introductions of our evenings guests. Ryan and Eli are working on their Citizenship in the Community Merit Badge and were joining us for the meeting. They will report back to their Scout Master. They are both working toward Eagle Scout Status. We are very proud of both of these gentlemen.

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

Director’s Report: Shellie passed out the agenda.

* The 21-Day Challenge was discussed. It is a promotion for getting kids to read 15 minutes a day. This is being promoted on the website and on Facebook.

* Scott Olsen was at the library to fix the situation with no heat on the upper floor. He bled the lines and hoped that would be enough. However, he needs to replace a part that was replaced last year and should be under warranty. He has not submitted a bill to Shellie as of yet.

* The payroll company has taken over the responsibility of paying the employees. Shellie and Darlene worked on the paper work involved with this process and hope that things will be easier next month.

* A discussion was had in regards to purchasing outdoor access extension for the Wi-Fi. With the help of CCLS, we can have this extension for \$60 plus the cost of installation instead of \$700. This extension should extend the system the length of a football field. There is a possibility that Mike @ CCLS will be writing a grant through E-rate and it may cover the installation fee.

A motion was made by Elizabeth and Seconded by Karen to proceed with this purchase. All: Aye

* Shellie contacted Bessie Endress to see if she would be willing to help us with our audit as a volunteer. She declined the invitation because of the new rules and regulations that she may

not be aware of. Beth is going to ask Sarah Oehlbeck if she would do our audit with all the records from the past year.

* Beth and Shellie both contact National Grid on different occasions in regards to the light pole in the back of the building. They have stated it isn't their pole and can't help us with the situation. Shellie contacted Josh Cole and he will give us an estimate. In regards to putting another light on the building, according to Jan if we are paying for it, it doesn't have to be approved by SHPO. Elizabeth will be there when this is all discussed because she is in charge of Building and Grounds.

* Shellie has set up a Pay Pal account for our library. She will continue to become familiar with the system and see if we can get a Donate Button on our account.

* Shellie has contacted a couple from Ripley that is willing to come in and talk about Honey, Bees, and Maple Syrup. She will continue contacts with them until they are available for an event night.

* The Business Retention sheet that Jan talked to us about in regards to papers/records from the past was distributed.

Financial Report-Darlene

Darlene went over the February Expense Report and it was approved by the board. A motion was made by Dianne and Seconded by Carol. All: Aye
She also gave a comparison sheet of the operating funds from 2020 and 2021.

By-Laws: All additions/corrections were made on the most recent copy of the By-Laws and we received an updated copy. President Armes will sign these with a copy being filed in the library. We thank Darlene and Carol for all their hard work on this document.

Buildings and Grounds Report-Elizabeth

* It was confirmed that we would have a work session on Saturday, March 5th. 9AM-10AM will be a design session and 10AM -12 will be cleaning and work session.

* We will be focusing on the Construction Grant with the outside work considered first.

President's Report-Beth

* A discussion was held in regards to the removal of the bushes in the front of the building. Ryan and Martha Sanders have volunteered to help if it is needed. Harold and Deb Sanders were also mentioned as helpers.

* Ryan has also graciously offered to advertise the library for free on this racing cart. Paid sponsors usually do this. Shellie will send them a Thank You note.

Fundraising: Judy and Dianne

- It's time to start thinking about our Spring Basket(s) Raffle. Everyone was asked to start bringing in anything they have at home that they'd like to add to the baskets. We are in need of baskets as well.
- Bunco Night is scheduled for Tuesday, March 29th @ 6PM. Judy has sent a flyer to Shellie so we can get it circulated around town.
- We discussed having a Guest Book at the library for people to put their name and email address/or phone number if they don't have email and the event they attended. This will make it easy for us to contact people in regards to events held at the library.

- Judy gave Shellie a check for \$109.56 from the STA and \$75.26 from Book Clubs.

Carol: Operating Manual

The following are all areas that we need to be focus on to finish the Operating Manual

- 1) Volunteer Policy
- 2) Nepotism
- 3) Job Description for Director
- 4) Purchasing Policy-we decided that we would take off circulating cash and only have petty cash with a cap decided upon by the board.
- 5) Public Space
- 6) Continued Education for employees
- 7) Orientation Policy for new employees
- 8) Policy for substitute workers (waiver)
- 9) Inventory

Elizabeth brought to our attention the information given to her by Teresa Guzman in regards to getting the library on as a line item in regards to property taxes. Silver Creek has volunteered to come and talk to us about this. Judy made a motion, Seconded by Karen to form a subcommittee to look into this further. All: Aye Darlene, Carol and Elizabeth will talk with Teresa as a first step.

Upcoming Events/Fundraisers

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

*The Sherman Community Book Club will meet on Tuesday, March 15th @ 6PM

March 8th Vicky and Easter Eggs

March 29th 6PM Bunco Night

April

May Garret

Next Meeting: Tuesday, April 5th, 2022 @ 6:00 PM

Adjournment: The motion to adjourn was made by Darlene and seconded by Dianne @ 7:55PM.

Respectfully submitted,
Judith Warren

