

Minerva Free Library
Board of Trustees Meeting
Final Minutes: April 5, 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

Secretary’s Report: President Beth Armes called the meeting to order @ 5:55 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.

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

Director’s Report: Shellie passed out the agenda.

- Shellie started with Library By the Numbers for March totaling 436
- Shellie wrote and was awarded two grants centering on the Erie Canal. 1) The Erie Canal Traveling Museum and 2) Canal Music
- Also, a grant for a Mini Maker Space centered on binding books by hand was awarded. The Board is very excited about these and we appreciate the time that Shellie put in to obtaining these grants.
- It was brought up that it is difficult to have the financials ready for the board meetings at the beginning of the month. Krista suggested contacting the bank and asking if we could receive the bank statements earlier in the month. This will be investigated.
- It was mentioned that Dan @ Findley Lake Insurance contacted Shellie in regards to insurance for the director and board members. Since there are questions about this Shellie will contact him and invite him to attend a board meeting to further investigate our options.
- A discussion was had about the possibility of looking into a clerk position to add to our already two member library staff. This was addressed to solve a problem in regards to vacation time and filling in where unexpected time off is needed. This will be looked at when more information about the current position is looked at in depth. The board members were asked to ponder this request and we will reflect on it at another time.
- Carol and Shellie will continue to work on the Employee Handbook with job descriptions, and expectations of our current employees. This needs to be made specific with coverage requirements, skills and costs all factored in.
- Shellie was asked to provide the board with a calendar of vacation time so this can be looked into further. Dianne made a suggestion about the way she schedules time off in her job as an idea for help in this matter.
- Trustee interaction with staff was discussed at length.

* Dianne questioned our present situation with Shellie setting up a Pay Pal account for our library. We are still working on a Donate Button on our account. We hope to have this set up by Sherman Day so that we may receive donations from people visiting Sherman for this day.

Treasurer's Report-Darlene

Darlene went over the March Expense Report and it was tentatively approved by the board. A motion was made by Krista and Seconded by Carol. All: Aye

Fundraising Savings Account-\$1903.26 raised to date. \$3514.68 Donation made in memory of Frank Wasylink by Family and Friends. This money will be used under the guidance of Elizabeth and Judy for the Building Fund. A plate in Memory of Frank Wasylink will be added to the plaque that is in the library. Shellie will send a thank you note.

Fundraising: Judy and Dianne

- Spring Basket(s) Raffle. Everyone was asked to bring in anything they have at home that they'd like to add to the baskets. We need to get these together and circulated around town with the drawing date to be Saturday, May 7th. (advertise)
- Bunco Night was a huge success. There will be more scheduled for the future with the next one being in May.
- A discussion was had about a Sherman Spring Photo Contest. The community will submit photos with voting to take place and a prize to be awarded. There is a possibility of having a puzzle of the winning photo made for purchase.
- Since the Sherman Cow Contest was never voted on by the board this will not take place.

Employee Manual-Carol

Carol and Shellie continue their work on the development of the employee manual. We are looking at developing a simple, yet practical manual. We will browse other libraries and their procedures to get a handle on what to have in the manual. Some things that need to be included are: Orientation of employees, Director Duties, Assistant Director and Clerk Duties, Janitorial Duties, Continuing Education

Carol and Shellie will meet Tuesday April, 12 to further their work on this before putting it out to the board members to read, edit, and give thoughts and opinions.

Buildings and Grounds Report-Elizabeth

* A proposal was handed out by Elizabeth in regards to outdoor lighting on the library grounds. An estimate from Cole Electric was given for the pole light in the back of the building and the installation of a light above the back entrance. After further discussion it was decided to forgo the pole light and instead do the back entrance light and a motion light above the lift. A motion was made by Dianne and Seconded by Krista to spend up to \$600 to do this. All:Aye

- Elizabeth has made calls to people to try to get a handle on the concrete work at the front of the building without success. Judy gave her the numbers of Jared and Matt Oehlbeck, and Keith Cady to see what their availability might be.
- Doug Crane has graciously volunteered to remove the bushes in the front of the building.
- Dianne is going to contact Janette @ the Village to find out the date of the Spring Trash Pickup. We need to get rid of the old couches in the basement and have a Spring Cleaning Day before that date to get things removed from the building free of charge.

- Beth brought the “Bird Tunnel” that is in the downstairs bathroom to Elizabeth’s attention. We did a temporary fix of it on Bunco Night, but this needs to be addressed.
- Elizabeth did some research on the stone/signage for the front of the library. Board members were asked to look in the cemetery to get an idea of what this would involve.
- Dianne and Karen are doing some research about having the bricks for the front bench area to be engraved. We hope to sell bricks to raise donations for the library.

President’s Report-Beth

- We discussed the difference between the Guest Book at the library for people to put their name and email address/or phone number and our Friend of the Library status (people making donations).
- Sherman Day will be held on Saturday, August 6th, 2022. We created a list of ideas of what the library’s part might be. Ideas included: baskets, puzzles, book sale, ice cream social. We will continue to ponder our participation in this community event.
- Elizabeth and Shellie will work on the Assets Inventory for the library. This is for insurance purposes. It was suggested that Shellie use a camera and take photos of everything so that we have an accurate inventory. A memory card was suggested, with one being left in the library and one being off sight. Possibly with the President of the Board.
- Elizabeth, Darlene, and Carol will be meeting in May with the Silver Creek people involved in getting the library on the ballot as a line item in regards to property taxes.

Upcoming Events/Fundraisers

- *The SCS Book Club will meet on Thursday, April 21st @ 3:30.
- *The Sherman Community Book Club will meet on Thursday, April 21st @ 6PM
- *April 28th Erie Canal Museum (Shellie Confirm)
- *May 10th Garret
- *May 24th 6:00 Author’s Spotlight Issiah
- *May 19th Erie Canal Music (Shellie Confirm)

Topics For further Investigation

- Bike-a-thon
- Life Skills Program (Boy Scout Manual)
- Book Signing- Annette Swan-use of building (approved)
- Media One Advertisement
- Shellie will prepare and deliver the 990 forms.
- Short and Long Term Planning (May)

Next Meeting: Tuesday, May 3rd, 2022 @ 6:00 PM

Adjournment: The motion to adjourn was made by Darlene and seconded by Beth @ 9:00 PM.

Respectfully submitted,
Judith Warren

