

Minerva Free Library
Board of Trustees Meeting
Draft Minutes: May 3, 2022
“Libraries Change Lives”

Present Board Members: Beth Armes, Darlene Barney, Carol Chase, Elizabeth Meeder, Krista Rhebergen, Dianne Courtney-Freeman, Judy Warren, Karen Croscut

Director: Shellie Williams

Guest: Dan Larsen from Findley Lake Insurance

Secretary's Report: President Beth Armes called the meeting to order @ 6:05 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. Elizabeth excused herself from the meeting @ 6:20 for personal reasons.

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

Dan introduced himself to the board and offered up his suggestion for the board to consider a policy entitled “Directors and Officers Liability Coverage for Non-Profit Organizations.” We already have our insurance policy through this business. If we decide to extend our policy it would be at a cost of \$320 a year. It will be prorated if we decide to add this coverage to our existing policy. We asked Dan to clarify what our existing policy covers and we will wait for a more in-depth look at this new coverage before voting or taking action by the board. We are concerned about the exclusions on the policy.

Director's Report: Shellie passed out the agenda.

- Shellie started with Library By the Numbers for April totaling 395
- Our bench in Memory of Mary Lou Russell and Marijo Russell O'Grady arrived today.
- Shellie will see about rescheduling the The Erie Canal Traveling Museum for those interested.
- Judy gave Shellie the name of the business to create name plate additions to the indoor plaque.
- Shellie checked with Michelle Henry in regards to the hard copies of the Chautauqua News that the library possesses. We have decided that we would think about what to do with these. Since local history is a large part of the contents, we have decided to keep them for the time being.
- As far as the National Geographic, we will put them out at Sherman Day and other times and ask for donations.
- Chris @ Brodart informed Shellie that the ordering fee would be going up in cost for the service of cataloging and processing new books.
- Shellie put a great deal of time in trying to contact different sources for advertising our events at the library. She had success with the Chautauqua County Events Calendar and Media One Radio. Thank you for your time and effort in this process, Shellie.

- Also, success in contacting the bank and asking if we could receive the bank statements earlier in the month was achieved.

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Treasurer's Report-Darlene

Darlene went over the April Expense Report with the board.

Fundraising Savings Account-\$8 raised 5,417.94 to date. A check will be written to Elizabeth to cover the cost of the memorial bench for the Russell Family. When a check arrives from the family, it will be put back into the fundraising account.

Fundraising: Judy and Dianne

- Spring Basket(s) are out on display with the help of Becky. The drawing date will be Friday, May 13th.
- Our Second Bunco Night is scheduled for Tuesday, May 31st @ 6:00.
- The Sherman Summer Photo Contest was discussed. The amateur photography 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. There will be a \$5 entry fee for participants. We will see if we can display the contestant's photos in an empty storefront in town. Dianne will contact Miss Laura about this possibility.

Employee Manual-Carol

Work continues on the development of the employee manual. We are looking at developing a simple, yet practical manual. Those available will meet Monday May 6th, @ 11 to further their work on this before putting it out to the board members to read, edit, and give thoughts and opinions. Hopefully this will be putting the finishing touches on this document. We thank Shellie and Carol for all the time they have put into this manual to date.

Buildings and Grounds Report-Elizabeth

* Doug Crane has graciously volunteered to remove the bushes in the front of the building. Beth will contact Elizabeth to see if it is possible to do this task ASAP or if waiting is appropriate.

- Beth shared a picture of her idea with the signage outside on the lawn.
- Karen will be 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. She has the contact person and will use her Westfield connections to find out more in regards to this.

President's Report-Beth

- We discussed trying to get events scheduled on the calendar for June and July so that it can be put into the water bill.
- Sherman Day will be held on Saturday, August 6th, 2022. The theme of Mardi Gras. The parade will be @ 11 and the Chicken BBQ begins @ 12:00. We will need to discuss coverage for the Book Sale and the Selling of Voting Tickets for the Photo Contest.
- 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 on May 14th with the Silver Creek people involved in getting the library on the ballot as a line item in regards to property taxes.
- Doug Neal has mowed for the first time this year, so we are assuming he will continue to do this throughout the mowing season. We are grateful for this.
- Beth brought up the idea that Carrie Yohe, our new Sherman School Superintendent would like to have a meet and greet at the library. She will contact Carrie with two possible dates for this event and get back to us with the specifics.
- Doug Crane has secured the flag holder so our Open Flag can be displayed again.

Upcoming

Events/Fundraisers

*The SCS Book Club will meet on Thursday, May 19th @ 3:30.

*The Sherman Community Book Club will meet on Tuesday, May 17th @ 6PM

*May 10th Garret computer talk

*May 24th 6:00 Author's Spotlight Issiah

*May 19th Erie Canal Music

*June 9th Meagan Library Libby Presentation 11:00

*July Summer Reading Tuesdays in July 5:30-6:30

Action for next months meeting: Prepare 2023 Budget to present to the Town and Village

Next Meeting: Tuesday, June 7th, 2022 @ 6:00 PM

Adjournment: The motion to adjourn was made by Karen and seconded by Dianne @ 7:50 PM.

Respectfully submitted,
Judith Warren