

Minerva Free Library  
Board of Trustees Meeting  
Final Minutes: June 7th, 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  
Guest: Assistant Director Cindy Sears

Secretary’s Report: President Beth Armes called the meeting to order @ 6:02 PM followed by the Pledge of Allegiance. Attendance was taken.

The meeting began with Cindy addressing her Summer Reading Program entitled: Oceans of Possibilities, which she secured a \$500 grant for. She explained that there would be four Reading Groups as part of this years program. (Elementary, Middle School, High School, and Adult Summer Reading) The dates are Tuesdays in July the 5, 12, 19, and 26<sup>th</sup>. The program will begin @ 5:00 each Tuesday. Opening Night will be the 5<sup>th</sup> beginning with a picnic for the participants. The Board has agreed to supply many of the picnic items so that the grant monies can be used for more items for the library. Also, the Board Members will be present to help with the picnic. Each week the Elementary readers will receive a craft, snack, and a book sharing. The Middle and High School readers will start their program off with a Book Tasting Event with Judy. The 19<sup>th</sup> will be a special night with a Screen Printing and Book Binding event taking place. Funds will need to be spent by a specified day in August with the receipts submitted to the CCLS. Cindy has hopes that there may be monies to reapply for if they weren’t used by the CCLS. We thank Cindy for taking time to apply for this grant and preparing the months activities. We also thank Shellie for setting up the Screen Printing and Book Binding event.

We talked about the possibility of rescheduling the Maker Space. Shellie stated that we had until the end of the year to take advantage of this opportunity.

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

Director’s Report: Shellie passed out the agenda.

- Shellie started with Library By the Numbers for April totaling 386
- Shellie reported that she rescheduled the The Erie Canal Traveling Museum for Monday, June 13<sup>th</sup> with Melissa. The 4<sup>th</sup> grade classes will attend the event in two sessions 11:45 and 12:30. Others are also encourage to attend if they’d like.
- The Fire Inspector paid a visit to the library. He pointed out that we needed to tape the Fire Exit sign on the basement door, fix the basement door that drags on the carpet, and get the lift inspected yearly. We discussed that the lift needs to have a monthly inspection done by the staff to make sure it is working adequately. Shellie will make some phone calls to find out what company others facilities us for lift and elevator maintainance. It was suggested that maybe the Office of the Aging in Chautauqua County could help us.

- It was also stated by Shellie and Beth that the Buzzer on the Lift wasn't loud enough to be heard in the building when an event is going on, so we will take a look at solving that issue.
- We discussed the mowing the property. We are very grateful to Doug Neal for the time he has offered the library with our mowing. Beth is going to contact the Village Office to get us on the mowing rotation in case Doug doesn't have an opportunity to do the mowing throughout the season.
- Also, Judy brought up the fact that we should highly consider a video security system at the library. She will check in regards to the Blink System and Beth will ask her husband as well about his recommendations.

#### Treasurer's Report-Darlene

Darlene went over the May Expense Report with the board.

We had a quick discussion about Amazon Smile and making sure we try to promote this program more.

#### Fundraising Savings Account:

Judy gave Shellie \$45 from Bunco Night and \$20 from The Community Book Club. Dianne reported that \$190 was made on our recent Basket Raffle. We greatly appreciate everyone who provides items for our baskets. Thank you, Dianne for getting the baskets down to Arlene's and contacting the winners. This has been an amazing fundraiser.

#### Buildings and Grounds Report-Elizabeth

\* Beth is going to talk to the village about the removal of the bushes, the mowing, and the part that the Minerva Library will play on Sherman Day.

\*Elizabeth reported her discussion with village resident, Jeff Lang, and having him give us an estimate on the patio and landscaping revitalization outside the building. If we award him the job and village hasn't had the time to pull the bushes, he will do that as well.

Things we will have him look into

- \*pavers (colors, pattern)
- \*plants (hostas)
- \*drainage (away from building)
- \*mulch (black)
- \*cover over the back door
- \*paved sidewalk back of building

Krista brought up the lead in the windows that need to be addressed and the screen situation. We are grateful that she is keeping us up-to-date on items that need to be fixed on the building. We thank Elizabeth for all the time she has put into this monumental task. I think we are all pleased that she has found a local person who may be interested in helping to make our library a better place for the community.

\* We need to get things accomplished from the CCLS grant we were awarded.

#### Insurance:

A motion was made by Elizabeth and Seconded by Darlene to contact Dan and take him up on his suggestion for the board to consider a policy entitled Directors and Officers Liability Coverage for Non-Profit Organizations. We decided to extend our policy at a cost of \$320 a year, with it being prorated this year. All: Aye

Shellie stated that Jan sent an email to the libraries in the system about the new federal holiday "Juneteenth". A Motion was made to observe this holiday this year on Monday, June 20 with the closure of the library. The motion was made by Judy and Seconded by Elizabeth. All: Aye

**Book Club:** The Sherman Community Book Club will be the 3<sup>rd</sup> Tuesday of each month. A display will be put up in the lobby of the library stating this and a little bit about the book that the club is reading.

**Facebook Account:** We are looking into the deactivation of the "Minerva Sherman" Facebook Profile Page and getting everyone directed to the "Minerva Free Library" page.

**E-mail Distribution List-**Judy brought up the fact that all the library visitors are not on Facebook so it might be a good marketing idea to try to reach those people through e-mail. Judy and Karen, if she agrees to help, will work on a "Friends of the Library" distribution list to meet the needs of those not on Facebook or other Social Media.

**Fundraising:** Judy and Dianne

- Fall Basket(s) will be our next Basket Raffle event, so we can start to put things together.
- Bunco Night will be put off until the end of September.
- The Sherman Summer Photo Contest was discussed. This information will be going out in the June water bill. Posters will be placed around town, on our webpage, and e-mailed. Everyone is encouraged to share this event with others.
- Chalk Your Walk was touched on. We will get this in order and publicized ASAP.

**Employee Manual-Carol**

Work continues on the development of the employee manual. We are looking at developing a simple, yet practical manual. We are looking at the finishing touches on this document. As an Action Item, each board member is asked to review, edit, and sign off on the document by our July Board Meeting. We thank Carol, Darlene and Shellie for all the time they have put into this manual. It has taken a great deal of time and effort, and it is greatly appreciated.

- Karen came through with the research on the bricks for the front bench area to be engraved. Gale Street Studio in Westfield is the business she contacted. We have to supply the bricks to her for the project. Each etching will be \$20 and the turn around time may be one to two weeks. Thank you, Karen.

**Job Positions and Duties-Elizabeth**

We take time to thank Elizabeth for her part in the Job Positions and Duties and Expectations Document. A motion was made by Darlene and Seconded by Carol to accept this document as corrected. All: Aye

Tax Levy-Elizabeth, Carol, Darlene

Elizabeth handed out the plan to get on the School Tax Levy to support the library. She went through the document line by line to help us better understand what we were presented with. She has asked that we take a look at the document and take into consideration the following thoughts so we can further this endeavor.

\*Future hours of operation (pros and cons...Beth and Shellie)

\*Marketing and Communication

\*Funding numbers (Elizabeth and Darlene)

\*Student Liaisons from the school to be on the Board (Judy will ask with help from the school faculty/Staff)

\*Community Leaders and Support System (Superintendent, School Board, Mayor, Town Supervisor, Fire Chief, Town Board, Village Board, Chamber of Commerce)

A motion was made to go forward with the Tax Levy Plan. Carol made the motion, Seconded by Darlene. All: Aye

President's Report-Beth

- Continue to get events scheduled on the calendar for August and September so that it can be put into the August water bill.
- Sherman Day will be held on Saturday, August 6<sup>th</sup>, 2022. The theme of Mardi Gras. The parade will be @ 11 and the Chicken BBQ begins @ 12:00. Carol and Darlene will cover the Book Sale from 9-11. Dianne will cover the Voting for the Photo Contest on Main Street. Elizabeth and Judy will cover the Frisbee Golf and Kids Activities.

Programming and Fundraising Events to Continue to Schedule:

Harold Reynolds returning

Ryan Sanders

Prickly Pear September 13<sup>th</sup>

Roy VanVolkenburg returning

Vicki Boehmer returning

The preparation of the 2023 Budget to the Town and Village Boards is no longer an issue since we are proceeding with the Tax Levy Plan.

Next Meeting: Tuesday, July 5<sup>th</sup>, 2022 beginning after the Summer Reading Kickoff Picnic

Adjournment: The motion to adjourn was made by Darlene and seconded by Carol @ 8:50 PM.

Respectfully submitted,  
Judith Warren

