

Minerva Free Library
Board of Trustees Meeting
Draft Minutes: July 5th, 2022
“Libraries Change Lives”

Present Board Members: Beth Armes, Darlene Barney, Carol Chase, Elizabeth Meeder, Krista Rhebergen, Dianne Courtney-Freeman, Judy Warren, Karen Croscut joined us at 6:50
Director: Shellie Williams

Secretary’s Report: President Beth Armes called the meeting to order @ 6:12 PM followed by the Pledge of Allegiance. Attendance was taken.

Assistant Director, Cindy Sears thanked the Board for all their help and contributions for the first night of “Oceans of Possibilities,” the summer reading program. There was a fantastic turn out for the first night of the scheduled four nights. We thanked Cindy for the effort she is putting forth to make this program a success.

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

Carol addressed a concern about the Budget and what are paid and unpaid days off for employees and the projected budget, using Juneteenth as an example. It was decided that we would have to look at adjustments if needed when we create next years budget.

Director’s Report: Shellie passed out the agenda.

- Shellie started with Library By the Numbers for June totaling 395 checkouts.
- She pointed out that our guest Melissa and her Erie Canal Museum was a success with the 4th Graders attending, along with two Board Members.
- It was stated that we still need to fix the basement door that drags on the carpet and get the lift inspected yearly.
- We discussed the lift and the two companies that have been contacted in regards to a safety check. Otis Elevators and Access Elevators have both been contacted. Since the lift is dated as 1989, they feel it has lived its life, but we know that the lift has not been used a great deal; so further investigation about the need for a new one is needed. They will get back to us with paperwork. Yearly inspections costs are \$149 flat rate for a service call and \$125 per hour to complete the necessary work.
- Josh Cole has submitted a bill for \$590 for the new lighting he installed. A motion was made by Judy to take to monies from the savings account to pay for this Dianne seconded the motion. All: aye
- Shellie brought up the mowing of the property. Beth stated that we are on the rotation with the village and if Kim sees that it hasn’t been mowed, she will mow it.
- Shellie presented the Board with the amendment made to our insurance policy by Dan. This will be put with the Board Files for future reference. The policy is entitled Directors and Officers Liability Coverage for Non-Profit Organizations.

- Beth mentioned that we are still researching a lock box for documents. Shellie presented us with one that she is no longer using that the Board may have.
- The cost of the Fire Safety Inspection came to \$60. Judy asked if the Exit sign had been posted on the door in the basement as instructed by the Building Inspector and Shellie said this had been taken care of.
- Jan from CCLS sent a reminder of the annual videos that the Board will need to watch. Beginning in January of 2023, two more will be added. Shellie corrected this: She just wanted to make sure it's noted in the minutes that **NYS is requiring all Board Trustees take two additional trainings per year as of January 2023.** CCLS is going to try to put some materials together or classes/webinars (which I have no doubt they will come through on that idea), but it is actually going to be up to each individual to make sure that they are signed up for various trainings – at least two, plus updating the sexual harassment training -per year. It's not something the system is requiring but NYS is requiring it.
- It was brought up again, that the Minerva Sherman Facebook account needs to be deactivated, thus leaving the Minerva Free Library as our one and only active Facebook account. It was also asked that Shellie put library events on our page daily until the completion of each event. That will help with our public announcements and marketing communication that we are working on.

Treasurer's Report-Darlene

Darlene went over the June Expense Report with the board.

Beginning Balance \$2881.40 Ending Balance \$2434.33

Fundraising Balance \$5924.94

Fundraising Savings Account:

Judy gave Shellie \$9 from The Community Book Club.

Buildings and Grounds Report-Elizabeth

* Elizabeth and Krista will go shopping for a garbage can and possibly a new knob set for the main floor bathroom.

Elizabeth-Tax Levy

*Elizabeth will continue to work on the funding proposal. It was stated that the taxpayers could vote between two proposals if it's needed.

*We decided that we would work on a 35-hour proposal to start with and see where that leads us.

*Elizabeth and Judy will continue to work on getting a write-up in regards to adding two students to the Board in a non-voting capacity.

*A focus on a Communication Plan is greatly needed to get information out to the community and ask for their support. We will work on fliers and signage to put throughout the village. Elizabeth and Judy will also work on fliers for Sherman Day to distribute to the public.

*We are working on getting the Donate Button up on the website, we feel this is important especially as we approach Sherman Day with many people returning home for the festivities.

*Dianne has volunteered to work on a Tri-Fold with projections of what we want to do with the building project. (Short and Long Term Projects)

*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, isn't working out. We are still working on a handy man or a volunteer that would help us with the "Little Things" that turn up. A suggestion was made to contact Jim Raven. Dianne also mentioned that she would talk with her husband and see if he might be able to help us out.

.
*Future hours of operation (pros and cons...given to Elizabeth by Beth)

*Marketing and Communication discussed at length.

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

*We also must keep in mind... our communication with Community Leaders and Support System (Superintendent, School Board, Mayor, Town Supervisor, Fire Chief, Town Board, Village Board, Chamber of Commerce)

*Krista brought up last month that the lead in the windows that need to be addressed and the screen situation. We are still working on someone who has the skill set to do this work.

Book Club: The Sherman Community Book Club will be the 3rd 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.

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 will be meeting on July 14th to begin 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 fundraising event. Basket items are due by August 27th and our next Basket drawings will be September 17th.
- Bunco Night will be put off until September 27th.
- The Sherman Summer Photo Contest was discussed. Everyone is encouraged to share this event with others. Also, Shellie was asked to share this event daily on the Facebook Page.
- Chalk Your Walk will now be an event provided for the community by the Board instead of a fundraiser. It will be held on Saturday, July 16th. Shellie has the poster to be put up daily on the website. She also was asked to place posters around town.

Employee Manual/Operations Manual-Carol

Work continues on the development of the operations manual and employee manual. We are looking at developing a simple, yet practical manual. We are looking at the finishing touches on this document. Two members were asked to review, edit, and sign off on the document so we can say that we have all done this. Judy presented a "Time-Off Request Form" that we had talked about creating a few months ago. This was shared with the board and Shellie and it will be added to the Employee Manual, which

Carol, Darlene and Shellie will start once the operations manual is complete. This has been a time consuming assignment, which we are totally grateful to these people for creating.

- Karen came through last month 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. We are going to put out a search to see if anyone in the Sherman area has this skill before reaching outside of the community to have this done.

President's Report-Beth

- Beth presented two evaluation forms that she feels would be beneficial for us as a board to see where we feel we stand after a year of most of the present Board Members. We will fill out a Director Evaluation Form and A Library Board Evaluation Form. These are to be given back to Beth by Tuesday, July 19th.
- It was asked that our Short and Long Term Goals be put on our website ASAP.
- The board approved a motion camera system and will reimburse Elizabeth Meeder \$205.19 for the six camera system. The Motion was made by Elizabeth and Seconded by Karen. All:Aye
- Elizabeth will meet with Quinton about enabling the system. Also, Shellie will contact CCLS to see if we are able to get a monitor for this system.
- Continue to get events scheduled on the calendar for August and September so that it can be put into the August water bill.
- A reminder...Sherman Day will be held on Saturday, August 6th, 2022. 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. Krista and Karen will help out in any way possible.
- Beth will ask Sili and Karen will ask McKenna for a drawing of an owl that we could use as our library icon. We will see which one we like best and start using this as our library symbol.
- We also talked about ordering cups using whichever icon we select and getting donations for the cups as a fundraiser.
- Petty Cash will be needed for the book sale on Sherman Day. Also, the National Geographic's need to be brought downstairs for the sale.

Programming and Fundraising Events to Continue to Schedule:

Harold Reynolds returning ?

Ryan Sanders

Prickly Pear September 13th

Roy VanVolkenburg returning ?

Vicki Boehmer returning November 25th

After School Reading returning September 15th

Back to School Event and Basket drawing September 17th

Puzzle Swap Returning September 22nd

Next Meeting: Tuesday, August 2nd, 2022.

Adjournment: The motion to adjourn was made by Karen and seconded by Carol Elizabeth @ 8:20.

Respectfully submitted,
Judith Warren