

Minerva Free Library
Board of Trustees Meeting
Final Minutes: August 2nd, 2022
“Libraries Change Lives”

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

Secretary's Report: President Beth Armes called the meeting to
order @ 6:06 PM followed by the Pledge of
Allegiance. Attendance was taken.
The minutes from the July Board Meeting were approved. A motion was
made by Karen and Seconded by Darlene. All: aye.

President's Report

- *Beth Armes stated the Ryan Sanders would not be making an appearance on Sherman Day with his racecar as scheduled.
- *Due to family situation with Diane Lewis, the Wildcat Weeks Car Wash, which was going to benefit the Minerva Library had to be cancelled. We are going to send Diane a sympathy card from the Board.
- *Garrett Culver will be holding another Computer Night @ the Library August 11th @ 6PM. We will ask Garrett for assistance in creating our e-mail distribution list for the library.
- *Bikers Against Child Abuse will be at the library on Thursday, October 11th. This is a Nation Wide Group. This PA Chapter will reach out to the school in regards to what this program consists of.

Director's Report:

- Shellie started with handing out the Director's Report to those who hadn't made a copy from her e-mail. It was stated how much the board appreciated getting these ahead of time so that we could ask questions in regards to the information on it.
- We thanked Shellie for the grants that she acquired through the Young Audiences of WNY.
- A new approach will be tried in regards to the PayPal Account that we have been working on. It was stated that we would try setting it up as a non-profit account to see if we have success with that method.
- If anyone would like to read over the list of items that were tracked as important in the library for insurance purposes, it will be available to them at the library.

- We discussed the lift again, with the result being it will be out of commission until we can get a company to deal with it.
- A motion was made by Karen and Seconded by Darlene for a donation to be made to the library by the Armes family in exchange for the old pool table in the basement. It is not in the best condition and the basement atmosphere has not helped.
- An email was shared by Shellie from Judy Wroda from the South Western Independent Living Center to use the building twice a month. Elizabeth made to motion and Dianne Seconded it with the understanding that Judy Wroda will fill out the Building Use Form in advance.
- Julia Casselman also requested use of the building on Mondays from 1-3 and Thursday Nights from 6-8 for a Writing Workshop. Again, the board approved this event with the understanding that Julia fill out the Building Use Form in advance.

Treasurer's Report-Darlene

Darlene went over the July Expense Report with the board.

Beginning Balance \$2434.33 Ending Balance of \$877.54

Fundraising Balance \$5390.94

It was stated that the Fundraising Thermometer on the Website didn't match the amount listed as raised to this point. Money spent should not be reflected on the thermometer.

Elizabeth voiced her concerns about the monthly operating expense and income report being accurate. Every month, we are missing numbers or the report is not accurate. We need accurate financial data to understand the financial health of the library. We need an accurate report to prepare for the tax levy proposal.

Elizabeth asked Shellie to find training in Excel to help keep accurate records. Shellie stated that CCLS wasn't offering a class in Excel at this time. Darlene brought up the idea of on-line class that she knew about.

We need to get our ducks in a row because we are getting ready to make progress on the tax levy issue. Elizabeth has made contact with Carrie Yohe at school. The Board agreed that Elizabeth would be the liaison for the library with connections to the school on future issues.

- The topic of library fines was discussed for overdue items and will be tabled for further consideration.

Buildings and Grounds Report-Elizabeth

The camera system we purchased was compared with another system. Karen made a motion and it was Seconded by Carol to keep the system we purchased and begin installation.

Town Supervisor, Mark Persons met with Elizabeth prior to tonight's meeting and the removal of the bushes and the library sign will take place next week.

It was stated that when we begin next years budget, we need to allot for a maintenance person to keep up with the things needing attention at the library.

A discussion about removing the doors that were falling apart in the basement and the shelving unit that was in poor condition. A motion was made by Elizabeth and Seconded by Judy to put them out to the curb and see if anyone wanted them for free.

Patty from Westfield Nursery called and our appointment had to be rescheduled for looking at the patio area outside.

Shellie gave Elizabeth the tax-exempt number to be used to purchase materials for the library.

Paint chips for the basement will be placed at the library so that we can take a look at them and select a color for the basement. We'd like to take advantage of the yearly sales, so we can purchase the paint and begin the work.

Mark Persons suggested Elizabeth contact Jim Mayshark to see if he knows someone who can help us fix the windows in the hallway.

Indoors issues that we hope to proceed on in the near future include: the handrail, screens, and the relocation of the kitchen.

Tax Levy Work

Carol took a copy of "A Year In The Life of the Minerva Library" that she would take to the Village and the Town Board meetings next week. The board is very appreciative of her in doing so and representing the Library.

Copies of this will also be made and handed out at the Chicken B-B-Q on Sherman Day.

Dianne presented her work on the Short and Long Term Goals and History of the Minerva Library that we will use at community talks. We thank her for the great job she did on this display.

Fundraising:

It was decided that the Photo Contest would not be voted on during Sherman Day since only one person entered. Instead, we will have the photos on display at the library.

Sherman Day events were finalized. The book sale was set up by Beth, Judy, and Eli and we are ready to sell. The kids events will be set up on Saturday morning. We are grateful for all of our teen volunteers who are giving up time to help us out. (Ryan, Daniel, Andrew, Eli, Nathan)

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. A thank you note will be sent to Sue Yokom for her generous gift of four baskets for our next raffle.

A discussion was had about a Rails and Trails Event for Halloween. We will proceed with asking Sherman organizations if they would be willing to hand out goodies at a station as the kids read "Room on A Broom" with their family members. This will not be made public until we have confirmation of help from other organizations or other plans are made. Judy will contact Bree Neal with the information to take to the Rails to Trails Board.

Carol-Operations Manual

Carol thanked all who read and added input into the operations manual. She and Darlene will be going over the document. They will bring one section at a time to the board to be voted on.

Elizabeth stated that the Investment Portfolio Management is at a standstill at this time.

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. Also, check out the Book Club on the website.

Beth asked if Judy would work on a list of action items that we could use as a check off list. It will take some time, but it will happen.

Next Meeting: Tuesday, September 6th, 2022.

Adjournment: The motion to adjourn was made by Carol and seconded by Darlene @ 8:02. The meeting was followed by Executive Session.

Respectfully submitted,

Judith Warren

