

Minerva Free Library
Board of Trustees Meeting
Final Minutes: September 6th, 2022
“Libraries Change Lives”

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

Director: Shellie Williams

Secretary's Report: President Beth Armes called the meeting to order @ 6:01 PM followed by the Pledge of Allegiance. Attendance was taken. The minutes from the August Board Meeting were approved. A motion was made by Darlene and Seconded by Krista. All: aye.

Director's Report:

- Shellie started with asking for any questions about the Director's Report, which she emailed to the board.
- A comparison sheet was distributed with the explanation of using Pay Pal vs. Venmo. One question that is still being asked is, “How long will the money be in the account before we can assess it?” The board seemed to be leaning toward the PayPal account being established over Venmo. We also would still like to know if PayPal will accept our non-profit number. We are still focused on getting the Donation Button up and running.
- When questioned if CCLS was willing to play a part in paying any of the security systems for the libraries, the answer was no.
- Darlene made a motion to have Deanna Crossley audit our library checkbook, it was Seconded by Carol. All: Aye
- In regards to the telehealth laptop, we discussed the need for a privacy screen, Shellie will look into this.

Shellie then added that she had other concerns that she didn't put on her Monthly Report-(please see attachment of her notes)

- She address that she contacted Jan in regards to volunteer hours vs. paid work hours for staff. She addressed this in regards to the Board asking her to attend one meeting each for the School Board, Village Board and Town Board. She stated earlier in the year that she wanted to be the face of the

Library and the board felt that her attending these meetings with representatives from our library board would be a way for her to fulfill this goal while having support from our board and not attending alone. She also addressed this issue as far as Cindy doing the After School Reading Program and Toddler Time. We will have to consider these extra hours when doing next years budget.

- She made a comment about not putting the Open Flag out anymore. It was stated that people are now conditioned to look for the flag to know if the library is opened or not. The board would like to see the flag displayed so the community is aware of its hours of operation.
- Shellie also discussed the idea of a light over the outside door for safety as well.
- We discussed the lift again, and comparisons of two companies were sent in a recent email.

Addition of Shellie's Director Notes

The reason the last things were not in my notes because they happened after I sent all of the other paperwork out to make sure it was sent out enough in advance. I made copies last month of my past meeting notes and stats for you that I forgot to give to you Tuesday night.

The first item I spoke about that was not included in my notes was that I gave both Cindy & Krista their performance reviews and I also recommended raises for both ladies for doing a good job.

I then discussed that while Cindy & I were together I asked her if she would be interested in heading up a Toddler Group – and explained that we were thinking about starting a group that would help ready kids for Pre-K & Kindergarten. Cindy & I threw ideas around about what we thought a group like this would look like and how best to handle such a group. I shared with Cindy that I have also reached out to Carrie Yohe concerning our idea and she thought it was a great idea. She then had me contact Amber the secretary at school to get the Pre-K & Kindergarten teacher's information so I could reach out to them. After I contacted the teachers, Carrie again reached out to me and gave me Andrea Bryant's name to contact as she is the new curriculum coordinator. Andrea responded immediately and said she was super excited about the idea of us having a group like this for the younger children and that she would speak with those teachers and get back to me once school was back in session.

At that point I asked Cindy if she would be willing to volunteer her time to head up the Toddler Program – because Beth had said she might be willing to. Cindy took some time to think about it and then asked what my thoughts were about her being paid? – I told her that I felt it was a valuable program that would take her time and planning would be involved as well and that I felt she should be paid for doing the program, she agreed with me. Cindy then said that she would also like to be paid for the after school reading program this year as well.

It had been brought to my attention at my recent review that the board wanted me to attend School, Town & Village Board meetings – so between this and Cindy's extra work I decided to reach out to Jan and ask the question of what was expected of us as employees of the library as far as volunteering our time. Jan responded "Under Federal law, a person who is a paid employee may volunteer for his employing organization so long as the type of work the employee does as a volunteer is completely different from the type of work he performs as an employee. This means that you and Cindy cannot volunteer to run programs, do fundraising, or do any other work that you would normally do for the library. It is cleaner not

to have employees volunteer as it often leads to employees doing work they are legally required to be paid for doing.

It is not inappropriate for staff to be involved in supporting fundraising efforts. Any time devoted to fundraising on the part of a staff member must be paid time. This requires the Board to decide if they want to pay for additional hours or sacrifice other required duties in the pursuit of fundraising. It is excellent when library boards are able to take on a large role in fundraising thus allowing library staff to do their jobs and run the library. The Little Valley Library Board handles all fundraising efforts so their director can focus on doing her job. The only participation she would have would be things like selling tickets for a fundraiser to patrons coming into the library.

The last item from Jan was on my attendance at board meetings: Your board could require you attend those meetings on behalf of the library. This would also be paid time. Attending all of these meetings takes up a significant amount of paid time. The board needs to consider why you would need to attend these meetings on a regular basis. In my view, the library may want to have representatives attend meetings when budgets are being discussed to speak on behalf of the library. If the goal is to provide information about the library, time would likely be better spent on developing a monthly newsletter that can be distributed to attendees of those meetings and to the community in general. If the goal is to be aware of what is happening in those meetings, their minutes can be reviewed following the meetings. It would be appropriate for a board member to attend those meetings and be able to report back to the group. There is no requirement from the state that requires library directors to attend such community meetings. I would encourage the board to carefully consider if attending these meetings regularly is the best use of staff time.

After these items from Jan, I also brought up that I was not excited about the fact of Cindy and I having to go out after dark to take the flag down, leaving the building without anyone in it and then fighting with the flag to get it down as it blows around our heads in the dark. Or climbing snowbanks to put it out and retrieve it later in our shifts. Other libraries are taking many precautions to protect their employees, changing hours, not having evening hours never having one person work alone in the building. I understand this is little Sherman and everyone feels things like being stabbed don't happen here but unfortunately times are changing and bad things are happening all over – I have no issue with the flag and using it other than going out after dark to retrieve it or climbing snow banks as I mentioned Tuesday night.

I also asked if the board would ok Deanna Crossley doing the audit of our checkbook.

The last item I brought up was if we could check into putting some sort of dusk to dawn lighting above the entryway into the library. I think it would be a helpful safety feature as we leave the building in the dark and also might deter people from trying to break in those windows if there was a light on all night – again not that this has happened but just re-thinking our ideas about safety as the world around us changes unfortunately not all for the good. We did have people breaking into the basement windows since I've been working here between the building and Melva's rental home yard side.

Shellie Williams, Director
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Treasurer's Report-Darlene

Darlene went over the July Expense Report with the board.

Beginning Balance \$2128.67 Ending Balance of \$808.62

Fundraising Balance \$5390.94

Maintenance Person- Elizabeth made a motion to add a maintenance person to our staff. The agreement was the person can work up to 12 hours a month. The payment per hour is not to exceed \$22.50 an hour. This was seconded by Darlene. All: Aye

Shellie was asked to make a position description to put in our operations manual, on the website, and out to the public. (Light maintenance)

Buildings and Grounds Report-Elizabeth

Patty from Westfield Nursery was rescheduled for looking at the patio area outside on Wednesday, September 4th. Elizabeth will meet her at 11:00. Elizabeth ended up meeting with Scott instead, who is responsible for estimates on jobs.

Ryan Robson was contacted about the cement work, but he isn't insured, the Village has offered to work with him.

Keith from Brick City, will meet with Carol @ 5 on Friday, September 6th.

Chautauqua Brick \$1.20 for the Red Bricks, which can be engraved. The gray bricks can't be engraved. We agreed that mixed color would be acceptable we just want to get the job started and completed at a reasonable price.

Keith Cady, Matt Oehlbeck and Jared Oehlbeck's were mentioned to be considered for the cement work.

Beth has a backup person as well that will be contacted if needed.

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.

Lift stage-We are in research and explore mode

Tax Levy Work

Carol took a copy of "A Year In The Life of the Minerva Library" to the Village and the Town Board meetings. She has also gotten in touch with two elders of the Amish community. She and Darlene will continue reaching out to the Amish community. The board is very appreciative of her in doing so and representing the Library.

Elizabeth attended a school board meeting representing the Library Board. We very much appreciate her doing this on a continued basis.

Judy showed an example of a survey that we'd like to circulate throughout the community in regards to what the library has to offer its patrons. We are going to send copies home with school students and ask for a September 30th return. We will also distribute them around the village. We will investigate adding the survey to the water bill, with us paying for them and possibly helping with the mailings of them.

Fundraising: Judy talked about a necklace that will be donated to the library for a fundraising event. We decided to ask about an owl to represent Minerva sitting on a branch that says, "Minerva Library". We will see if that is possible and proceed from there. We will sell tickets to make money on this endeavor.

The book sale was held on Sherman Day, brought \$59 into our donation bin. We are going to work on setting up book shelves in the basement so that we can have sales throughout the year.

Fall Baskets have been put at Arlene's. Our next Basket drawing is September September 17th. A thank you note will be sent to Sue Yokom for her generous gift of four baskets.

A discussion was had about a Rails and Tails 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, but a decision was made to have this event take place in the village around the library and school driveway block instead of on the trail.

Upcoming Event and Programs were discussed. We really need to focus on getting the information out early (two months if possible) and often to help us reach people.

Carol-Operations Manual Carol and Darlene have finished their job of going over the documents. They have divided the manual into three

portions. One section at a time will be given to Shellie and Cindy to retype/revise. 1) retyped 2) short discussion and minor statements need to be redone 3) major overhaul section.

Each section needs to have Update and Board Approved with the date on the bottom of the page. Then one copy will be put at the library with Board Documents and one will be with the President.

Elizabeth stated that the Investment Portfolio Management is at a standstill at this time because of the economic crisis we are in as a country.

Book Club: \$16 from the Sherman Community Book Club was given to Shellie for donations. 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.

Judy read off a list of action items which have been on our plate for a while. We spent some time getting an update on several actions and adding to the list for our next meeting.

Upcoming Events

Tuesday, September 13th Prickly Pear @ 6	Beth
Thursday, September 15th After School Reading Program starts	Shellie
Tuesday, September 20 both SCS and Community Book Club	Judy
Thursday, September 22 Puzzle Swap @ 6	Judy
Tuesday, September 27 Bunco Night @ 6	Judy
Tuesday, October 11 Biker's Against Child Abuse @6	Shellie
Saturday, October 15 Room on the Broom @ 10-12	Judy/Board
Tuesday, October 18 Community Book Club @6	Judy
Thursday, October 20 SCS Book Club	Judy
Friday, October 21 Bunco Night	Judy
Tuesday, October 25 Vicki @ 6	Shellie

Next Meeting: Tuesday, October 4th, 2022.

Adjournment: The motion to adjourn was made by Elizabeth and seconded by Carol @ 8:10.

Respectfully submitted,
Judith Warren

