

Minerva Free Library
Board of Trustees Meeting
Final Minutes: October 4th, 2022
“Libraries Change Lives”

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

Absent: Krista Rhebergen

Interim Director: Cindy Sears

Guest: CCLS Executive Director Jan Dekoff

Secretary's Report: President Beth Armes called the meeting to order @ 6:03 PM followed by the Pledge of Allegiance. Attendance was taken.

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

The Meeting began with Executive Session from 6:03-6:15

Darlene Made a motion to exit Executive Session, Seconded by Carol.

Tax Levy Work-We started with this topic so Jan could leave when we completed our discussion on this topic.

Elizabeth shared her Power Point presentation in regards to the Tax Levy and what might be presented to the Sherman community. We thank her for all the time she has put into this project. We were looking for guidance from Jan as this is the boards first time dealing with this kind of presentation.

Carol stated that she had visited the school and asked for information about the number of tax payers we are dealing with in the Sherman School District. We are still waiting for a response to this inquiry so we can proceed with our projections over a three year period.

Jan helped us realize we need to focus on a few things...

First and for most, what we have available to us at the present to look at the future of the tax levy.

What does the library look like if the tax levy doesn't pass?

What changes are we willing to make if it not successful?

We need to focus on the line by line budget.

We will add a frequently asked questions section to the presentation. The school will specifically be a tax collection system only, turning over the money, they have no say over the library and the way the money is used. They also cannot refuse us to be on the vote for this proposition.

Jan was also very helpful in giving us information on other concerns the Board had.

- Kennedy Library might help us with a Lift Company to contact.
- Construction Grant applications are usually out in the spring as an Intent to Apply Form. Over the summer the CCLS Board prescreens these forms. These are looked at in August. Generally October will be the month that libraries find out if they have been awarded with their grant or not.

We found out that we were not approved for a grant yet, that we thought we were previously approved for.

- There are ADA Grants to be applied for.
- National Grid has lighting grants to be applied for.
- The NYS Library Construction grant is a 90/10% match.

Interim Director's Report: Cindy Sears

- Cindy started with handing an updated Interim Director's Report from the one which she emailed to the board.
- Elizabeth made a motion, and it was Seconded by Darlene for the Board to advertise in the SCS Musical Program. We will purchase 1/2 a page @ the cost of \$25. The program is the 28th and 29th of October.
- A motion was made by Judy and Seconded by Carol for the purchase and installation of a mailbox for the library. This will a savings of \$140 a year at the Post Office. The Rowan's have offered a place next to their mailbox for ours to be located.
- Deanna Crossley has finished to internal audit. Cindy will send the results as an email to the Board Members.
- Magazine Subscriptions is a topic that we are looking into. Jan said that we should be keeping back issues of our magazines for a year, so we will create a section in the library for these. Judy presented of Adopt-a-Magazine as an idea for the library. We will start to advertise for this.
- The fire extinguishers on each of the three floors have been certified for the 2022 year.

- Mike IT specialist @ CCLS stated that we can purchase a new monitor, 24" screen, with built in speakers, mic, and webcam for \$144.61. The board agreed that this was needed for webinars and zoom calls for the library employees. This money will be taken from within the existing budget.
- Meredith Kenyon has agreed to help us as much as she can by sending grants our way. She suggested we get a committee together to start writing these instead of the whole board focusing on it.
- Cindy handed out old copies of a pamphlet about the library. We agreed that we would all take a look at this and add our thoughts about how we could better create a more updated pamphlet. This was published in 2017.
- In regards to the telehealth laptop, Jan said that there would be more information sent out about this through CCLS.

Treasurer's Report-Darlene

Darlene went over the August Expense Report with the board.

Beginning Balance \$808.62 Ending Balance of \$2809.02

Fundraising Balance \$6354.73

Darlene and Cindy will work on figuring out the % of the budget spent to date. Also, they will work on hiding columns in the program so we don't have all the figures at each meeting, only the previous months. This will make it easier for the Board to focus.

Maintenance Person- Mike Fields has been to the library and fixed a few things already. Cindy will communicate with Mike as to what he will continue to work on. We are so happy to have someone of Mike's abilities to help us out.

Buildings and Grounds Report-Elizabeth

Elizabeth is on her third round of contractors in regards to the outdoor work. She is going to have a local Amish contractor look at the work next.

Carol-Tax Levy Work

Carol was lucky enough to receive three copies of the Amish Directory of Chautauqua County from Bill and Melva Rowan. She will use this to get in touch with the elders of the Amish community. She and Darlene will continue reaching out to the Amish community about the tax levy. The board is very appreciative of them doing so and representing the Library.

Judy received the surveys that were distributed to the elementary kids at school. She has tallied the results, but we will wait to use these results after we receive more from the community. We will be distributing more around the village and will be adding the survey to the water bill.

Fundraising:

More Baskets will be created for a drawing on December 10th. Items will be due on December 3rd so baskets can be filled and distributed.

A discussion was had about our Room on the Broom event for Saturday, October 15th. Posters have been put around town and flyers have been sent home with our elementary students at SCS. Thank you in advance for all the board members that have agreed to help out to create a fun event for our community children. We have several Friends of the Library people helping us out as well. We will need to make sure we send a thank you to each of them.

Jan has offered her assistant to help us with finishing the Operations Manual. The manual has been divided into three portions. It needs to be 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.

Jan is also going to look into how we can merge our patron emails and add new people to our list.

Upcoming Event and Programs were discussed. We really need to continue our focus of getting the information out early (two months if possible) and often to help us reach community members and patrons.

Upcoming Events

Tuesday, October 11 Biker's Against Child Abuse @6	Beth
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	Cindy

Tuesday, November 15 Community Book Club @ 6	Judy
Thursday, November 17 SCS Book Club	Judy
Saturday, December 10th Cocoa and Cookies with Santa???	Board
Tuesday, December 13th Puzzle Partners Party	Judy

Our focus of the next Board meeting will be next years budget.

Next Meeting: Tuesday, November 1st, 2022.

Adjournment: The motion to adjourn was made by Carol and seconded by Darlene @ 8:15.

Respectfully submitted,
Judith Warren