

Minerva Free Library  
Board of Trustees Meeting  
Draft Minutes: November 1st, 2022  
“Libraries Change Lives”

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

Secretary's Report: President Beth Armes called the meeting to order @ 5:55 PM followed by the Pledge of Allegiance. Attendance was taken. The minutes from the October Board Meeting were approved. A motion was made by Darlene and Seconded by Carol. All: aye.

The Meeting began with Executive Session @ 6:00, excusing Interim Director Cindy Sears. A motion was made by Judy and 2nd by Darlene to go into Executive Session. The Hiring Committee made a recommendation to the board to hire Cindy Sears as the library's new Director. She will start the role on Monday November 7th., 2022 with a salary of \$20 an hour. Darlene Made a motion to exit Executive Session, Seconded by Carol @ 6:06.

Cindy returned to the meeting and was offered the job and verbally excepted the job. Her contract will be amended and then be presented to her to sign, along with President Beth Armes. Her first major task will be to hire a part time person to work under her direction. The candidates will be asked to submit a resume to the library for consideration for this position.

**Interim Director's Report: Cindy Sears**

- With Cindy emailing the Interim Director's Report to the board ahead of time, questions were asked in regards to her report.
- A question was asked by Judy about the frequency of the Chautauqua County Visitors Bureau Calendar. Cindy stated that she received a weekly email from the organization, so we will have many chances to promote the library through this Calendar of Events.
- Judy also questioned about the library meeting room policy, which Cindy had referred to in her report. We need to make sure we revisit the policy when we receive our Operations Manual back from CCLS.

- Cindy stated that Release Time will be using the library basement on Wednesdays @ 2:00, as they had in previous years before Covid.

### **Treasurer's Report-Darlene**

Darlene went over the October Expense Report with the board.

Beginning Balance \$3404.68 Ending Balance of \$3466.93

Fundraising Balance \$7344.23

\*It was determined that Petty Cash was at \$73.00, but we will reduce this amount in the future.

\*Darlene also stated that the Town has paid the rest of the funding to finish their portion of this years budget.

\*Darlene and Cindy worked on and presented us with our Year To Date Budget. They also presented their projected line item budget for 2023. The Board then proceeded to go through each line item and discuss the expenses for the upcoming year. The board members were asked to consider the conversation had during this part of the meeting and bring any ideas, corrections, or concerns with them to the December meeting.

\*With the discussion about the budget, Krista talked about cutting her hours from 16 a month to 8 a month. She would make sure she cleaned certain areas of the library before and after special events. A few more hours at certain times a year would be utilized for a deep clean.

\*It was also mentioned about the heating issue. Even when the thermostat is turned down prior to an event, the heat still comes on after a certain period of time. Cindy will call Erik Stormer to see if we need new thermostats on each floor.

\*Cindy mentioned that she will check with IT @ CCLS about the cost of equipment with the possibility of working something new into our current system.

- The SCS Musical Program, in which we purchased 1/2 a page @ the cost of \$25 was shown around the group.

## **Fundraising:**

- Magazine Subscriptions is a topic that we are looking into. Judy presented Adopt-a-Magazine as an idea for the library last month. We will think about starting this for the holiday season and into the new year.

\*More Baskets will be created for a drawing on December 10th. Items will be due on December 1st so baskets can be filled and distributed. Beth will investigate the possibility of putting the baskets at the firehall during their Chicken and Biscuits Dinner. Dianne will contact Sarah to see where the Auxiliary has found the cards for multiple ticket buying.

## **Buildings and Grounds Report-Beth on behalf of Elizabeth/Carol**

We have entered into a contract with Brick City Concrete to do the outdoor work. This is work that will be mostly covered with the Grant that we received. Keith we prep the entire area done by the weekend. He is waiting for the code enforcement officer to get in contact with him. With the prep working being done in the fall, the concrete and drainage work will be ready to be done in the spring.

## **Tax Levy Work**

The Timeline was discussed for the 259 Vote Proposal for the 2024 Calendar Year. We have done stage one by Reviewing the Plan with the Board. The next stage will be the Board representatives meeting with Jan from CCLS. By December 6th we will need to pass a resolution to start the Proposal Process to prepare for a June vote.

Upcoming Event and Programs were discussed. We really need to continue our focus to get the information out early (two months if possible) and often to help us reach community members and patrons. Cindy was asked to get in contact with Jenette with an event schedule for the water bills.

## **Upcoming Events**

Saturday, December 10th. Basket Drawing	Dianne/Judy
Saturday, December 10th Letters to Santa 10:00 Noon	Board
Tuesday, December 13th Puzzle Partners Party 6:00	Judy
Friday, December 16th Christmas Bunco. 6:00	Judy

Our focus of the December Board meeting will be next years budget, the Tax Levy Resolution, and Required CCLS Video beginning @ 5:30.

Next Meeting: Tuesday, December 6th, 2022.

Adjournment: The motion to adjourn was made by Darlene and seconded by Carol @ 8:01.

Respectfully submitted,

Judith Warren