

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

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

Director: Cindy Sears

Secretary's Report: President Beth Armes called the meeting to order @ 6:13 PM followed by the Pledge of Allegiance. Attendance was taken. Previous to the meeting, the board watched the Sexual Harassment Video required by the state. The minutes from the November Board Meeting were approved. A motion was made by Darlene and Seconded by Krista. All: Aye.

A copy of the resolution for the 2024 budget for the tax levy was read to the board. It was dated December 6, 2022 and signed by Secretary Judy Warren. There were 8 votes in favor of the resolution, 0 Opposed and 0 Abstentions. Three copies were distributed one for the President, one for the Secretary and one to go to the school district. A Petition to place the proposition on the June 1, 2023 Sherman district meeting ballot was also distributed to board members to collect signatures.

Director's Report: Cindy Sears

*Unemployment wages for our previous director was discussed. We will be checking to see if there are any options for the amount being paid for this considering it was a part time position and that we are a non-profit organization. Our president will look into this further. We have 26 weeks to cover for this. Beth will contact our attorney: Joel Seacrest about this matter.

*A conversation was had in regards to the Winter Basket drawing. It was decided that the drawing would occur Saturday, December 10th following the Tractor Parade.

*The Board members had a chance to read the Director's Report prior to tonight's meeting and there was a question about the Microfilm Readers. The board made a decision to keep these at our library and not send them to CCLS.

*Cindy read the Bio introducing Vanessa Lutton, her new assistant. After a search with 11 people applying, 8 of those were interviewed. Vanessa was selected and will begin work on Thursday, December 9th @ \$15 an hour. She was hired on a three month trial basis to see how this works out.

*Cindy distributed the Holiday Hours Schedule for 2023. A motion to approve the hours was made by Darlene and 2nd by Karen. All:Aye

Treasurer's Report-Darlene

Darlene went over the November Expense Report with the board.

Beginning Balance \$2324.45

Ending Balance of \$1581.62

Fundraising Balance \$9073.23

A discussion was had about assumptions that were made in regards to State Library Aid. With this being discussed, a motion to approve changes in the balancing of the proposed budgets for 2023 and 2024 was made . Also, Cleaning hours for 2023 will reflect 9 hours a month and 2024 will reflect 12 hours. The motion was made by Elizabeth and Seconded by Dianne.

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

Nothing has changed in regards to this at the present time.

Cindy stated that Mike was called in to fix a bathroom issue. Mike stated that the window needing fixed needs to be sealed from the outside.

Fundraising:

*Our current Basket Raffle will end on Saturday, December 10th.

*With many holiday parties occurring in December, we have decided to open this months Bunco Evening to kids as well.

*We are hopeful that we have a good turnout for Puzzle Partners.

Other Business:

A question was made about the library meeting room policy, which Cindy had referred to in a prior report. We are trying to locate this document to be sent the CCLS to become part of our Operations Manual that is being completed.

Cindy made the board aware the Kerry Sands was looking for an opportunity to be involved in her community. She will be stopping to see Cindy on Thursday and we will ask her to fill out an application for being a Board Trustee. Elizabeth will get Cindy the information that we feel should be on the

application. We are excited to know that a young adult is interested in her local library.

*Judy is going to check with Kim @ school to see if the board pays for the postage, if there is a possibility of the library using the school's mailing permit to get a flyer out to the taxpayers in the district.

Cindy will check with Jan at CCLS to see if she available to come to Sherman sometime in February to meet with the board. This meeting would apply toward the Educational Hours Requirements that the Trustees need to meet throughout 2023.

Upcoming Events

Saturday, December 10th. Basket Drawing	Dianne
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
Tuesday, January 17, Community Book Club	Judy
Thursday, January 19th, SCS Book Club	Judy
Friday, January 20th, Family Movie Night. Ice Age 6:00	Board?
Friday, January 27th, Adult Friendly Feud 6:00 \$5 a person	Judy/Pat

Next Meeting: Wednesday, January 4th, 2023.

Adjournment: The motion to adjourn was made by Darlene and seconded by Karen @ 7:51

Respectfully submitted,
Judith Warren