

Minerva Free Library Board

“Libraries Change Lives”

May 2, 2023 Agenda

Meeting Called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

Director’s Report: (5 min)

Treasurer’s Report: (10 mins) – Darlene

- Beginning Balance: \$4,297.40
- Ending Balance: \$ 41,698
- Fundraising: \$ 170.00
- Gifts: \$8,746
- Grant Balance: \$ 34,000.00

Sub Committee Reports:

Book Club (5 mins) – Judy

Building and grounds- (5 min)- Elizabeth- NYS Construction Grant, Short-Term, Long-Term Plans

Fundraising (10) mins) – Dianne and Judy

Tax Levy (10 min)- Elizabeth, Carol, Darlene

Grants (5 min)- Beth and Cindy

Wrap up and review Action Register: (10 mins) – Beth

Next Meeting will be held on: June 6, 2023

Upcoming Meeting focus:

April- Post Legal notice Tax Levy

May- Fund Raising Focus for summer months, Event Programming (SRP)

June- Prepare next year budget, Trustee Education Requirements (watch handbook book club)

July- Short-Term, Long-Term Review

August- Event programming, Sexual Harassment Training, Conflict of Interest Policy

Sept-

Oct- Bylaws Review, Posts regarding “Giving Tuesday”

Nov- Review next year’s budget

Dec- Approve next year budget

Minerva Free Library
Board of Trustees Meeting
Minutes: April 11, 2023
“Libraries Change Lives”

Present Board Members: Elizabeth Meeder, Darlene Barney, Carol Chase, Krista Rhebergen, Dianne Courtney-Freeman, Judy Warren, Karen Croscut (joined meeting at 6:05), Beth Armes (Video Call)

Director: Cindy Sears

Guests: Carrie Yohe

Secretary's Report: Vice President Elizabeth Meeder called the meeting to order @ 6:00 PM followed by the Pledge of Allegiance. Attendance was taken.

Guest presenter, Carrie Yohe was introduced to the board and presented her Capital Project Presentation with questions being answered along the way. The presentation lasted from 6:00-6:55.

The minutes from the February Board Meeting were approved. (Our March meeting was cancelled due to winter weather conditions.) It was pointed out that in the financials, grant monies was going to be separated from fundraising. With this adjustment being made, a motion was made by Darlene and Seconded by Karen to approve the minutes. All: Aye.

Director's Report: Cindy Sears

The director's report was reviewed by the board before the meeting and certain subjects were addressed.

*A suggestion was made to direct Brenda Hall and her Dorman Purple Heart Memorial to the Yorker Museum Board. We felt the museums was more of a historic venue than the library and it was more of a personal than community minded topic.

*A motion was made that we would display the Bicentennial Time Capsule in the Historical Room upstairs in the library. A motion was made by Darlene and Seconded by Karen. All: Aye.

*The new assessment for the library arrived which increased from \$233,000 to \$250,000...which we have decided not to grieve.

*Our new Insurance policy will be through Erie Insurance, with the cost decreasing by \$100. Darlene made the motion that we pay the policy in one lump payment, saving us another \$100 instead of paying it quarterly.

Seconded by Krista. All:Aye

*It was stated that we received a statement from the IRS concerning the 2019 taxes paid. We had to pay \$370 to correct a mistake concerning payroll deductions. We have been receiving correspondence from the IRS concerning other mistakes as well that happened prior to us joining the CCLS recommended Payroll Company in 2022. We will deal with these issues as they appear.

Treasurer's Report-Darlene

We were given the March balances

	Beginning	Ending
Checking Balance	\$5,243.50	\$4297.40

Fundraising \$201 raised in March from Book Sale and Community Book Club

Unemployment amounts have decreased to \$55.75 a week.

Buildings and Grounds Report-Cindy on behalf of Elizabeth

Cindy stated that Keith from Brick City would be placing the forms for the concrete on Wednesday and pouring the concrete on Thursday. This was the project started in the fall under our CCLS Construction Grant. Elizabeth will get in contact with Vicki Rater and Kelly Maleski along with Dianne to see how we want to progress with the Landscaping around the patios.

*We are in the process of looking for a plumber. Elizabeth gave the name Ron Bentham, who looked at our boiler system in the past, and Cindy will get in touch with him.

Grant Writing: Cindy and Beth

*We have received \$6,000 in grant money, with the hard work that Cindy and Beth have put into this endeavor. We now need to get started on putting together the Teen Book and Game Club. The two library representatives are working on a variety of other grants as well and we are very appreciative of their hard work and dedication to this process.

Fundraising:

*We are so grateful of the recent donations by the Sherman PTO and the Sweatman/Deland Families with items for future fundraising events.

*We are also excited about a future fundraising sponsored by our local bikers organization. We are waiting more information in regards to this event.

Save Our Library Vote Information-

*All the pamphlets have been mailed.

*Cindy will contact Jan to get the legal wording for the school officials to put in the newspaper, with the date being April 15th

*We need to find out who will contact the Board of Elections.

*Mail in voting?

*A motion was made by Darlene to pay Elizabeth for the "I Love My Library" signs. Seconded by Carol. All:Aye

Other-Long and Short Term Goals

*Cindy will put together an email and have us respond to it in regards to the goals that we are working on. She will compile information and we will review our aspirations.

*It was stated how pleased the board is with the decorating at the library, the work on Social Media, and the interaction with patrons that Vanessa has demonstrated since she was hired. We asked that Cindy convey our sentiments to Vanessa.

Next Meeting: Tuesday, May 2nd, 2023.

Adjournment: The motion to adjourn was made by Karen and seconded by Beth @ 7:55

Respectfully submitted,
Judith Warren

April 2023 Checking Account

			Beginning Balance			\$ 4,279.40
Check #				Withdraw	Deposit	
	4/3/2023	CCLS	tri-fold brochure	\$ 238.00		\$ 4,041.40
	4/3/2023	Spectrum	telephone	\$ 79.98		\$ 3,961.42
	4/10/2023	deposit	use of room sat 4/8/23 donation, return of mail key, endress 10		\$ 271.00	\$ 4,232.42
	4/10/2023	transfer	from savings to checking to pay for movie license from ASI grant		\$ 333.00	\$ 4,565.42
	4/10/2023	national grid	electric	\$ 76.86		\$ 4,488.56
	4/10/2023	national fuel	gas	\$ 230.00		\$ 4,258.56
	4/10/2023	WB Mason	toner/drum	\$ 162.98		\$ 4,095.58
	4/10/2023	CCLS	Overdrive- 33.33, Movie License- 333.00, internet- 69.00	\$ 435.33		\$ 3,660.25
	4/14/2023	Payroll	Krista	\$ 59.01		\$ 3,601.24
	4/14/2023	Payroll	Vanessa	\$ 110.82		\$ 3,490.42
	4/14/2023	Payroll	Cindy	\$ 564.50		\$ 2,925.92
	4/14/2023	Payroll	taxes	\$ 195.66		\$ 2,730.26
	4/13/2023	transfer	UBS		\$ 3,280.00	\$ 6,010.26
	4/13/2023	E Meeder	reimbursment outdoor signs	\$ 89.64		\$ 5,920.62
	4/14/2023	deposit	Jackson-Carnahan		\$ 25,000.00	\$ 30,920.62
	4/14/2023	deposit	Town of Sherman		\$ 5,000.00	\$ 35,920.62
	4/15/2023	erie ins	building ins policy	\$ 2,021.84		\$ 33,898.78
6162	4/15/2023	NYS Dept of Labor	Unemployment	\$ 2,299.50		\$ 31,599.28
	4/19/2023	deposit	donation box		\$ 228.68	\$ 31,827.96
	4/28/2023	Payroll	Krista	\$ 55.57		\$ 31,772.39
	4/28/2023	Payroll	Vanessa	\$ 62.33		\$ 31,710.06
	4/28/2023	Payroll	Cindy	\$ 652.35		\$ 31,057.71
	4/28/2023	Payroll	taxes	\$ 218.52		\$ 30,839.19
			Ending Balance			\$ 30,839.19

April 2023 Savings Account

		Beginning Balance			\$ 13,571.71
			Withdraw	Deposit	
4/4/2023	deposit	ASI Grant		\$ 4,000.00	\$ 17,571.71
4/10/2023	transfer	to checking for movie license	\$ 333.00		\$ 17,238.71
4/12/2023	deposit	bunco		\$ 90.00	\$ 17,328.71
4/19/2023	deposit	wasslink family		\$ 8,746.16	\$ 26,074.87
4/21/2023	deposit	ins.- 3, applebe- 50, friend of library- 30		\$ 83.00	\$ 26,157.87
		Ending Balance			\$ 26,157.87

Minerva Free Library
2023 Financial Report

	March	April	YTD			
Overall USB Fund Endowment	\$ 114,676.85	\$ 113,437.25				
Checking Account	\$ 5,243.50	\$ 4,297.40				
Savings Account	\$ 13,370.48	\$ 13,571.71				
Total Portfolio	\$ 133,290.83	\$ 131,306.36				
Income	March	April	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	2023	2023	2023	2023
11.25 Balance in Operating Fund	\$ 16,496.37	\$ 13,232.84				
11.1 Local Funding		\$ 5,000.00	\$ 5,000.00	\$ 10,000.00		
11.2 Local Funding	\$ -	\$ 5,000.00	\$ 5,000.00			
11.3 Local Library Services Aid (LLSA)	\$ -		\$ 143.40	\$ 2,000.00		
11.7 CCLS Grants	\$ 573.00		\$ 573.00	\$ 3,000.00		
11.8 Total System Cash Grants	\$ -	\$ -	\$ 716.40			
11.9 Other State Aid			\$ 6,885.00	\$ 7,650.00		
11.10 LSTA			\$ -			
11.11 Other Federal Aid			\$ -			
11.12 Total Federal Aid (11.10, 11.11)	\$ -	\$ -	\$ -			
11.14 Gifts & Endowments	\$ 45.00	\$ 38,016.16	\$ 40,142.68	\$ 850.00		
11.15 Fund Raising		\$ 170.00	\$ 727.00	\$ 6,939.00		
11.16 Income from Investments transfer	\$ 3,000.00	\$ 3,280.00	\$ 14,980.00	\$ 21,000.00		
11.17 Library Charges	\$ -	\$ 228.68	\$ 387.68	\$ 175.00		
11.18 Other Misc.	\$ 176.00	\$ 4.00	\$ -	\$ 520.00		
Prior Fiscal Year			\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 3,221.00	\$ 41,698.84	\$ 56,237.36	\$ 52,134.00		

May 2, 2023 From the Director's Desk

STATS for 4/1/2023-4/25/2023: Audiobooks: 5, Books: 210, CCLS LP: 17, DVD: 117, DVD SETS: 13, J Books: 124, JR DVD: 3, J MEDIA: 1, Mags: 4, New Book: 4 TOTAL CIRC: 498
OD: 60 in January

NEWS & NOTES:

- The Village put the definition of how grants work in the water bill. Also a picture of the new patios and a brief explanation about NYS Library Grants.
- CCLS provided a Thank you sign to the NYS library Const Grant for us to place out by the patio.

FINANCES:

- Received a gift from the Frank Wassink Family

BUILDING AND GROUNDS:

GRANT WORK:

- Received grant from Carnahan-Jackson Foundation
- Received grant from Pilcrow Foundation
- Applied for Chautauqua Community Foundation grant
- Applied for Dollar General SRP grant

TAX LEVY:

- Community Informational Meetings scheduled:
 - April 29, 2023 10 am
 - May 15, 2023 6 pm
- Meetings scheduled:
 - PTO- May 8- 3:30 pm

Tax Levy vote day who is volunteering when?

12pm - 3pm

3pm - 5pm

5pm - 8pm



"Libraries Change Lives"

2022-2025 Long Range and Short Term Plan

Minerva Free Library

Prepared by 2021 Board Members:

Beth Armes	Board President
Elizabeth Meeder	Library Director
Darlene Barney	VP Trustee
Judy Warren	Trustee
Carol Chase	Trustee
Krista Rhebergen	Trustee
Cindy Sears	Asst Library Director

Our Mission

Minerva Free library will enrich our community through shared experiences and providing resources to enhance people's lives.

Our Vision

- Share books and stories so people can travel to new places, learn new things, and gain stimulating experiences that will enrich their lives
- We would like to provide technology and STEM learnings to increase and stimulate knowledge and love of math and science
- We want a safe place for kids to experience and learn in, including access to wifi and other resources for patrons to use for personal, educational, and professional reasons
- We want event programming and classes to learn new skills and stimulate life-long learning
- We want the community to have a shared place to meet; form relationships; learn new things; and realize there are more options than you think to satisfy your thirst for knowledge; We would like community clubs to feel at home and use the building as a resource
- Provide virtual and in-person adult education classes without huge cost or travel burden
- Encourage a book club to create active discussion and engage minds that influence society and engage people to work together across different age categories.
- We would like to support Sherman Central School with after school programming and parents looking to enrich their children's lives and education; support homeschooling curriculum, pre-schooling programs, and high school programming
- We would like to support the Amish community with access to both technical resources and books/learning materials.

Our Short Term and Long-Range Programming Goals

Objective	Short & Long Term Goals	Strategy
Help young children (2-6) get school ready	<p>FY22: Influence 10 children's skill development to prepare for school</p> <p>3Yr Goal: Robust curriculum set up for school ready program.</p> <p>Measure: 10 children attend 5 events</p>	Develop a play area to encourage gross motor skills in young kids to develop school ready skills
Inspire reading for pre-k thru 6th grade.	<p>FY22: Have 10 children/week attend the program. Side benefit is parents and siblings take advantage of the library services.</p> <p>3Yr Goal: 2 reading programs for younger and middle school</p> <p>Measure: # of books checked out/month</p>	After School Reading Program from September to May.
Inspire learning and knowledge for teenagers.	<p>FY22: Create a safe space for teenagers to use technology services. Show teenagers that the library is more than just books.</p> <p>3Yr Goal: Sustainable programming including focus on Life Survival Skills (Home Ec.)</p> <p>Measure: 5 teenagers attend. 2 events/year</p>	<p>Install outdoor learning area to encourage teenagers to hang out in a safe, lighted spot.</p> <p>Game night with Garrett or social night Murder mystery event? Escape Room? March Madness Reading Tournament</p>
Serve Adult Community Members with access to books, technology and resources to meet their personal, educational, and professional goals.	<p>FY22: Provide Wifi services, Interloan and Library Services from CCLS. Provide computer/printer/copier/fax services</p> <p>3Yr Goal: Grow to 1000 materials circulated</p> <p>Measure: # of materials circulated or logons into computer. # of people utilizing services and ratio to # of library cards</p>	<p>Adult Book Club</p> <p>Administration & Management Services</p>
Provide support and enable outreach clubs and organizations to reach their objectives.	<p>Support 2 clubs and help them access resources and building utilization.</p> <p>Long Range: 5 clubs</p> <p>Measure: # of clubs using the library</p>	<p>Girl Scots MOPS? Boy Scouts?</p>

Short Range Goals: Building & Equipment Repairs

Outside:

1. North water gutter end piece that is bent
2. Sills need white painted on upper exterior windows
3. Screen repair on South side window
4. Brick eventually needs cleaned and re-grouted (FY23/24)

Inside:

5. Window Sills need polyurethane to protect from heat/sun exposure
6. Carpet needs replaced on ground floor
7. Electrical conduit in furnace room needs removed from floor level
8. Pipe basement dehumidifier into drain
9. Handrail needs secured going into basement
10. Need to scrape and paint basement area
11. Bathroom sink and kitchen faucet does not work properly.
12. ADA Accessible 2nd Floor: Install chair lift to allow ADA access to 2nd floor.
Install security/monitoring cameras inside and outside.

Long Range Goals: Renovation and Modernization of the Building & Equipment

Key Target

Sherman will be celebrating the 200th Anniversary of the Town (Settled in 1823; Founded in 1924). We would like to have our modernization/renovations done in time for a Grand Re-Opening Ceremony to be held as part of this celebration in 2024.

Executive Summary

Renovate and modernize the library by providing a new kitchenette, new outside patio area, new children's area, new windows, improved racking and circulation desk to house resource materials and facilitate library services. This will be broken into Phases.

Phase I: New Kitchenette

The current kitchen is located in the back corner of the building and not conducive to use by either staff or patrons. The current kitchenette location is taking up prime space that could be utilized for media/book presentation. The kitchenette sink does not work properly and the cabinets have deteriorated and not designed well to

support event programming. A new kitchenette will be designed to support staff, patrons, and both fundraising and learning programming events. It will be re-located at the same time the main floor is re-configured to support a new children's area and better flow pattern for patron use. This will support after-school reading programs and teen/children events that are planned to draw the community into the library to better use the resources available.



This kitchenette will be composed of a new sink, new cabinets, microwave, mini-refrigerator, and coffee/tea machine. It will be located closer to the bathroom which will take advantage of the plumbing infrastructure and

will be closer to the new children's area to support patron/staff use.

This new coffee/tea bar will encourage patrons to use this as a meeting space and encourage more visits to the library. It will make it easier for children, teens, adults to use for a variety of purposes. This kitchenette will be 5' x 25" and be custom built into the side wall to maximize floor space.



This picture shows location of the new kitchenette. The bookcase and cabinet will be removed and new sink placed under the window with the counter to the left. The bookcase to the right will be relocated as part of the new children's area where we are re-configuring the bookcases to accommodate this new design.

This will help us attract more children and teens to the library with a modern area with modern conveniences.

The door is in the back which will let us take advantage of the plumbing infrastructure and be closer to the bathroom for sanitary reasons.

KITCHENETTE BUDGET

Items	Cost	Contractor or Supplier
New cabinets, laminate counter top	\$2,000	Johnson & Johnson Contractor (bid) Will also bid: Pete Leslien/Fairview Wood Working
Plumbing, sink	\$2,000	Johnson & Johnson Contractor (bid) Will also bid: Ron Plumbing Contractor
Microwave/Mini Fridge/Coffee-Tea Machine/Toaster	\$ 500	Amazon or Home Depot after looking for economical appliances
Total	\$4,500	

Phase II: Improve Drainage and New Patio Area

Roof eaves troughs are draining right next to the foundation allowing water to migrate into the basement floor. This is causing extensive deterioration and affects the life of the building. As we were looking to solve this problem, community requests came in to create a better outdoor space for patrons. This will allow them to use the wifi and encourage outdoor reading programs. This is especially important in a COVID-19 environment for those patrons that prefer outdoor spaces. By building a new patio area, we can solve both drainage issues and provide a valuable meeting space for the community into one project. The patio will be right behind the sign and installed as we install the new drainage system.

Project scope includes removal of the bushes and extending drainage for eavestrough out 8' away from the building to eliminate water from migrating through the basement walls. Drainage will be buried underground and will be properly prepared with 2-3" of washed stone to ensure longevity. At the same time, we will excavate 5" down to install a 4", 20' x 20' stamped concrete patio area for outdoor learning space. This stamped patio will be sloped slightly away from the building and ensure proper ground preparation to facilitate water drainage away from the building. This will require the deteriorated wooden sign to be replaced and moved further away from the building. This sign will be replaced with a weather proof (marble or granite) sign that blends well with the historic building façade.



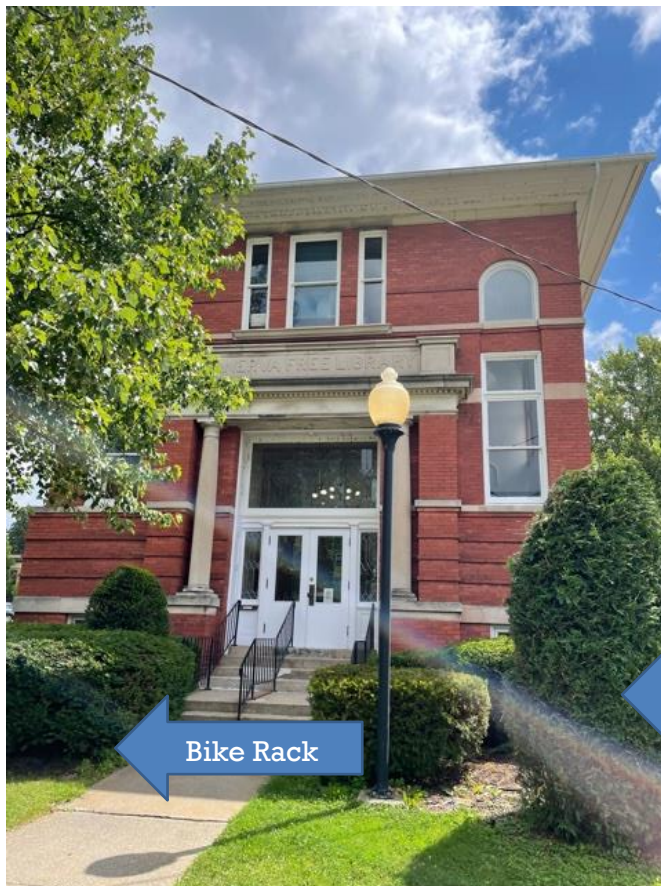
Bad Location to drain water from the roof top



Location of new patio area as the shrubs get pulled out and new 20'x20' patio fixing drains at same time

DRAINAGE & PATIO BUDGET

Items	Cost	Contractor or Supplier
Drainage & Excavation Work and 20' x 20' concrete patio	\$4,500	Johnson and Johnson Contracting (bid) Get quotes from Eire Contractor and 1 other
New Sign	\$3,000	Not included in grant request
Landscaping and shrubbery	\$ 500	Not included in grant request
Bicycle parking rack	\$ 500	Not included in grant request
Bench	\$ 500	Not included in grant request
Total	\$9,000	Total
Original Grant Request	\$4,500	



Imagine a new concrete patio to the right of the door with landscaping that is easier to maintain. Drains coming off the building will be underground to prevent tripping hazards.

To the left, imagine bike rack to the left with a bench under the tree. This also will have minimal, low maintenance landscaping.

Phase III: Children's Area

Scope of Work:

Construct a semi-circle area against the North Wall to take advantage of the windows/and natural ability to build seating nooks to construct a children's area that is conducive to children programming. This includes new carpet or hardwood/laminate flooring for sanitary reasons.

Items	Cost	Contractor or Supplier
Built in Bookcase	TBD	
2 – Semi circular bookcases on wheels	TBD	
Carpet	TBD	
Built in bookcases	TBD	
Cushions and 4 bean bags	TBD	

Phase IV: New Windows

Scope of Work:

Current windows are hard to open and need replaced with modern windows, window treatments and energy efficient glass.

Items	Cost	Contractor or Supplier
	TBD	

Phase V: Circulation Desk

Scope of Work:

Renovated circulation desk designed for both administrative work and library duties. Includes a computer station for checking books in/out.

Items	Cost	Contractor or Supplier
Curved circulation desk	TBD	

Phase VI: Magazine Rack and DVD Media Racks

Scope of Work:

Purchase 1 DVD/Media Rack and 1 Magazine rack for holding resources in a better space saving design. Build 1 small table to be used in children's area.

Items	Cost	Contractor or Supplier
1 DVD/Media Rack	\$1,500	The Library Store
1 Table	\$1,500	
1 Magazine Rack	\$ 500	