

Minerva Free Library Board

“Libraries Change Lives”

September 5, 2023 Agenda

Meeting called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

Director’s Report: (5 min)

Treasurer’s Report: (10 mins) – Darlene

- August Beginning Balance (checking and Savings): \$ 50,797.67
- Ending Balance (checking and savings): \$ 49,831.35
- Fundraising: \$ 746.00 (Sherman Day bikes and baskets)
- Gifts: \$ 37.90
- Grant Balance:

Sub Committee Reports:

Book Club (5 mins) – Judy

Building and grounds- (5 min)- Elizabeth- NYS Construction Grant, Library Sign, Windows

Fundraising (10) mins) – Dianne and Judy

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

Grants (5 min)- Beth and Cindy

New Business

Evaluations: Beth

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

Next Meeting will be held on: October 3, 2023 6:00 p.m.

Upcoming Meeting focus:

Sept- Evaluations

Oct- Bylaws Review, Posts regarding “Giving Tuesday”

Nov- Review next year’s budget

Dec- Approve next year budget

Jan- Holiday Party

Feb- Annual Board Meeting, prior year operating report, elect officers, File 990

Mar- Event Programming, Fundraising Focus, CPA Audit, Give Big CHQ

Apr-

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

Minerva Free Library
Board of Trustees Meeting
Minutes: July 13th, 2023
“Libraries Change Lives”

Present Board Members: Beth Armes, Elizabeth Meeder, Darlene Barney, Carol Chase, Judy Warren
Guest: Jan Dekoff CCLS

Secretary’s Report: President Beth Armes called the meeting to order @ 6:07 PM . Attendance was taken.

The minutes from the June Board Meeting were approved. A motion was made by Darlene and Seconded by Carol to approve the minutes. All: Aye.

Director’s Report: Cindy Sears

The director’s report was reviewed by the board before the meeting and no questions of concern needed to be addressed.

*Andrew Miller will come in on Monday and fix the leaking sink in the bathroom.

*Access Elevator has been contacted and they will be coming to see what our lift needs. We are hoping they can help us in getting the lift ADA compliant.

* The first week of the Summer Reading Program, sponsored by a grant through Dollar General, was a huge success. Our numbers were one pre-school age child, 12 Elementary aged children, 13 Teenagers and 11 adults. We look forward to our three remaining weeks of the program.

*We held our first week of Zumba with 11 participants from the community.

*We are so proud that the number of visitors to the library since January 2023 is 1,635 people to date. This is phenomenal!

Treasurer’s Report-Darlene

	Beginning	Ending
Checking and Savings Balance	\$53,119.65	\$54,108.80
Fundraising \$50		
Gifts \$1,835.45 which includes Give Big CHQ of \$1,551.85		
Book Sale \$133		

Book Clubs:Judy

The Teen Book Club will meet on Tuesdays throughout the Summer Reading Program. Cooperative games will be played along with a craft each week.

The Adult Community Book Club will meet on Tuesday, July 18th and will discuss 19 Minutes and The Boardwalk Bookshop.

The SCS Book Club will meet on the third Thursday, July 20th to discuss The Guncle and The Quarry Girls.

Buildings and Grounds Report:Elizabeth

*The Russell plaque is here and we are looking for a way of posting it.

*Signage is still being considered for outside.

*Elizabeth will look into getting a copy of the deed to the library.

Fundraising:

*Bike Raffle Tickets were discussed. We are lowering the ticket costs to \$5 each or 3 for \$10, drawn the evening of Sherman Day.

*Baskets are on display at the library for chances to win.

* We are going to work on a big fundraiser event for spring with the hopes that this can be helpful in our sustainable funding. We will have a committee look into this adventure with the thought of it becoming an annual event.

* With the recent vote being defeated, we have to find a variety of ways to make money with fundraising. We have thoughts about letters that we can write to reach out to people who might be interested in helping to keep the library open. Judy sent a copy out to the board via e-mail to peruse and we will go from there.

Other Topics:

*Since our August meeting would fall on the last night of our Summer Reading Program, we have changed our meeting date to Monday, August 7 @ 6.

*Sherman Day was brought up. Ryan Sanders has graciously offered to continue with his support to the library. He will have his car on display and there will be photo opportunities as well. We thank him for his continued

support. We will think about other ideas for Sherman Day and bring them to our next meeting.

*A discussion was had centered on the recent visit to the Town Board meeting by several of our library board members. These members will have another discussion with Town Supervisor, Mark Person, with our counter offer and to ask questions to confirm what the towns original offer was. This may be followed up with a 259 vote in the future. This is all in regards to our sustainable funding and keeping our library open. The final decision will be drawn up with the CCLS lawyer assisting us.

*Janson from the Dunkirk Library and Cindy from the Ellington Library have graciously offered to assist us with anything we need. A meeting will be set up by Carol for the Sustainability Committee to meet with Cindy from Ellington.

Next Meeting: Monday August 7th, 2023.

Adjournment: The motion to adjourn was made by Darlene and seconded by Carol @ 8:35

Respectfully submitted,
Judith Warren

Minerva Library Checking Account August 2023

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$28,365.39
6170	8/1/2023	Feelin Saucy	closing SRP pizza	\$109.11		\$28,256.28
	8/4/2023	CCLS Deposits	1293.30- LLSA, 250- cash grant CCLS, 573- Material plan CCLS		\$2,116.30	\$30,372.58
	8/4/2023	Payroll	taxes	\$219.41		\$30,153.17
	8/4/2023	Payroll	direct deposit	\$832.22		\$29,320.95
	8/3/2023	CCLS	Overdrive	\$33.33		\$29,287.62
	8/3/2023	Spectrum	telephone	\$79.98		\$29,207.64
	8/3/2023	National Fuel	Gas	\$214.00		\$28,993.64
	8/3/2023	First National Bank Omaha	Credit Card Bill	\$1,252.92		\$27,740.72
	8/7/2023	National Grid	electric	\$131.82		\$27,608.90
	8/18/2023	Payroll	taxes	\$225.40		\$27,383.50
	8/18/2024	Payroll	direct deposit	\$824.41		\$26,559.09
	8/23/2023	Hartfor Steam Boiler	Boiler inspection	\$105.00		\$26,454.09
	8/9/2023	Spectrum	telephone payment refused		\$79.98	\$26,534.07
						\$26,534.07
						\$26,534.07

Minerva Library Savings Account August 2023

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$22,432.28
	8/4/2023	deposits	32- donation box, 10- covert		\$42.00	\$22,474.28
	8/18/2023	deposits	322- baskets, 424-bikes, 17.90-swanson, 49-donation box, 10-endress		\$823.00	\$23,297.28
						\$23,297.28

Minerva Library Petty Cash 2023

Date	Copies	Fines	Fax	Daily Donation	Book Sale	Total	Petty Cash
1/1/2023	\$ 1.60			\$ 0.60		\$ 2.20	
1/14/2023	\$ 0.40			\$ 0.10		\$ 0.50	
1/21/2023	\$ 0.80			\$ 0.20		\$ 1.00	
1/22/2023	\$ 0.20	\$ 0.45		\$ 0.55		\$ 1.20	
2/14/2023		\$ 11.75				\$ 11.75	
2/23/2023		\$ 1.50				\$ 1.50	
2/23/2023	\$ 100.00					\$ 100.00	
2/17/2023					\$ 5.00	\$ 5.00	
3/16/2023	\$ 0.20			\$ 0.01		\$ 0.21	
3/30/2023	\$ 15.00					\$ 15.00	
5/9/2023			\$ 14.00			\$ 14.00	
5/9/2023	\$ 1.05					\$ 1.05	
5/11/2023			\$ 2.50			\$ 2.50	
5/13/2023	\$ 0.20					\$ 0.20	
5/13/2023		\$ 3.15				\$ 3.15	
5/13/2023		\$ 0.60				\$ 0.60	
5/23/2023	\$ 1.20					\$ 1.20	
5/23/2023	\$ 31.00					\$ 31.00	
5/23/2023				\$ 10.00		\$ 10.00	mug sale
5/25/2023	\$ 1.60					\$ 1.60	
5/30/2023	\$ 1.00					\$ 1.00	
6/26/2023			\$ 3.00			\$ 3.00	
6/27/2023	\$ 0.80			\$ 0.20		\$ 1.00	
7/6/2023	\$ 26.00			\$ 4.00		\$ 30.00	
7/6/2023	\$ 0.40					\$ 0.40	
7/6/2023	\$ 1.00					\$ 1.00	
7/11/2023	\$ 2.80			\$ 0.20		\$ 3.00	
13-Jul		\$ 1.80		\$ 0.20		\$ 2.00	
7/13/2023		\$ 7.00		\$ 3.00		\$ 10.00	
7/25/2023	\$ 1.60					\$ 1.60	
7/31/2023	\$ 1.80			\$ 0.20		\$ 2.00	
8/1/2023		\$ 0.15				\$ 0.15	
8/1/2023	\$ 4.40			\$ 0.80		\$ 5.20	
8/3/2023	\$ 0.20					\$ 0.20	
8/3/2023	\$ 1.80					\$ 1.80	
8/7/2023	\$ 30.00					\$ 30.00	
8/8/2023				\$ 2.50		\$ 2.50	
8/14/2023			\$ 2.00			\$ 2.00	
8/24/2023	\$ 3.00					\$ 3.00	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
7/17/2023	\$ 0.80					\$ 0.80	
						\$ 304.31	

September 5, 2023 From the Director's Desk

STATS for 8/1/2023-8/29/2023: Audiobooks: 0, Books: 352, CCLS LP: 4, DVD: 187, J Books: 210, JR DVD: 4, J MEDIA: 1, Mags: 0, Media: 0, New Book: 3, New J Book:1 TOTAL CIRC:764 up from 758 in July.

Libby Stats: 90 in July, 107 in June, 84 in May, 85 in April, 94 in March, 80 in Feb, 60 in Jan

NEWS & NOTES:

- Construction grant was approved for \$90,000 to replace 60 windows. The forms have mostly been filled out and able to be submitted. The window contractor and general contractor were both here for a meeting discussing the next steps with Elizabeth, Beth and Cindy.
- A grant to Ralph Wilson Foundation was submitted for operating funds totaling \$15,000.00.
- Technology Upgrade grant, for four new computers and a data wiring project, was submitted to the Chautauqua Community Foundation totaling \$4,000.00.
- It was very delightful meeting the many patrons of the library system that visited during the CCLS 2023 Road Trip.
- Summer Reading Program was a huge success! We had four weeks of programs. Pat and Judy Warren took on the Teen Program and played games and helped 8-12 teenagers each week. Cindy, Vanessa and Beth read and did crafts with the preschool and elementary aged children ranging in numbers from 13-17 each week. Adults were invited to stay each week and between parents and grandparents we had 11-13 stay. Our Adult book club night was attended by 6 adults.
- Tops program is being well attended between 4-7 ladies attend each week. Thank you Karen for using the library for this.
- Zumba has also been well attended averaging 10 participants as well as the instructor and her sound crew (husband).
- Would any board member be willing to make a donation toward Halloween decorations? Big library plans in October.