

Minerva Free Library
Board of Trustees Meeting
Minutes: September 5, 2023
“Libraries Change Lives”

Present Board Members: Beth Armes, Elizabeth Meeder (joined us at 6:20), Darlene Barney, Carol Chase, Krista Rehbergen, Judy Warren, Dianne Courtney-Freeman, Karen Croscut
Director:Cindy Sears

Secretary’s Report: President Beth Armes called the meeting to order @ 6:11 PM. Attendance was taken, followed by the Pledge of Allegiance.

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

As a board, we didn’t have a regular Board Meeting in August, however, we watched two videos to meet our requirements for educational hours.

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.

*The Construction Grant through CCLS was approved.

* Cindy also mentioned the Data/Wiring Project, that Mike Jones @ CCLS assisted her in writing. It will roll out in two phases. The first part will be internet into the building. The second part will be Internet to the computers for people to use.

* Also, we are looking at a Digital Phone and Fax Line through CCLS. It was \$100 dollars up front. When this is complete, it will only cost us \$10 a line instead of \$79.98 through Spectrum. We would also buy the numbers, so those won’t change.

* It was stated that the annual CCLS Meeting will be held on October 11th for those interested in attending. Two people will be free of charge.

*** Treasurer's Report-Darlene**

Beginning

Ending

Checking and Savings Balance

\$50,797.67

\$40,831.35

Fundraising \$746 Sherman Day Monies

Gifts \$37.90

Grant Balance

It was suggested by Elizabeth that we start to list the Endowment Balance on our monthly report.

Book Clubs:Judy

The Teen Book Club will be invited to the Meet the Author Night on Tuesday, September 19th, where our guest will be Anthony Guiffreda. The older teen group read his book for our Summer Pick.

The Adult Community Book Club will meet on Tuesday, September 19th and will discuss Ayla's War and The Guernsey Literary and Potato Peel Pie Society.

The SCS Book Club will meet on the third Thursday, September 21st, to discuss The Housemaid

We will have a snack and beverage on the 19th for those in attendance.

Buildings and Grounds Report:Elizabeth

*The CCLS Grant was submitted for window replacement. A couple of things were pointed out by Jan that need addressing and Cindy, Beth, and Elizabeth will deal with this.

*The signage is still being researched to replace the old sign that was taken down on the front lawn.

Fundraising:

* Judy will head up a committee to work on a fundraiser event for spring with the hopes that this can be helpful with our sustainable funding. We will have a committee look into this adventure with the thought of it becoming an annual event. Beth, Elizabeth, Dianne, and Cindy will be members of the committee. A meeting date will be sent out shortly. Cindy will contact two libraries to bounce ideas off of them and ask for assistance.

Grants:

Elizabeth will continue to write a grant proposal for the Sheldon Foundation. Our biggest concern is getting the lift back up and working. Since it was custom made, it is a special size. Access Elevator in Jamestown will be contacted again. We will also look at the bathroom situation and the flooring in the library.

Sustainability Funding Committee:

*Elizabeth discussed her recent conversation with Town Supervisor Mark Person. A thought about putting money for the library in as a Line Item was discussed. It will be brought to the Town Board at the October meeting for review and adjustments will be made if need be. The representatives from our board will keep in touch with Mark. A suggestion was made that our committee should go to a Town Board meeting annually in July to keep up with this topic.

Other Topics:

*Karen asked a questions about our Spectrum Bill shown as payment rejected in the monthly report. Cindy explained that the automatic payment for the bank wasn't working for us, however, using the credit card cleared up the problem.

*Evaluation Forms were distributed to the Board members. They will be due back to Beth by Tuesday, September 19th. There will be The Director Evaluation Form, The Library Board Self-Evaluation (based on our group as a whole), and The Library Trustee Assessment (individual assessment)

*Carol will call the Ellington Library representative to discuss the process of the tax levy that we experienced over the last year.

Next Meeting: Tuesday, October 3rd, 3rd 2023.

Adjournment: The motion to adjourn was made by Karen and seconded by Darlene @ 7:30

Respectfully submitted,
Judith Warren

