

## **Minerva Free Library Board**

### **“Libraries Change Lives”**

#### **November 7, 2023 Agenda**

Meeting called to order

Pledge of Allegiance

Approve Previous Meeting Minutes

**Director’s Report:** (5 min)

**Treasurer’s Report:** (10 mins) – Darlene

- Monthly beginning balance (checking and Savings): \$ 97,994.18
- Monthly ending balance (checking and savings): \$ 98,915.19
- Endowment Balance: \$109,343.99
- Fundraising: \$ 113 (book club, friend of the library)
- Gifts: \$ 182 (room donation, private gifts)

#### **Sub Committee Reports:**

Book Club (5 mins) – Judy

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

Fundraising (10) mins) – Dianne and Judy

Sustainable Fund Committee (10 min)- Elizabeth, Carol, Darlene

Grants (5 min)- Beth and Cindy

**Policy Approval:** Meeting Room, Recording/Photo Policies

#### **New Business**

Next Meeting will be held on: December 5, 2023 6:00 p.m.

Upcoming Meeting focus:

**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, Visit Town of Sherman Board

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

**Sept-** Evaluations

**Oct-** Bylaws Review, Posts regarding “Giving Tuesday”

**Nov-** Review next year’s budget

Minerva Free Library  
Board of Trustees Meeting  
Minutes: October 3, 2023  
“Libraries Change Lives”

Present Board Members: Beth Armes, Darlene Barney, Carol Chase, Krista Rehbergen, Judy Warren, Dianne Courtney-Freeman  
Director: Cindy Sears

**Secretary’s Report:** President Beth Armes called the meeting to order @ 6:00 PM. Attendance was taken, followed by the Pledge of Allegiance.

The minutes from the September Board Meeting were approved. A motion was made by Darlene and Seconded by Krista 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.

* <b>Treasurer’s Report-Darlene</b>	Beginning	Ending
Checking and Savings Balance	\$49,831.74	\$98,754.14
Endowment Balance	\$112,819.74	
Fundraising	\$10	
Gifts: Community Band and Private	\$260.00	
Grant Balance: Wake Family Foundation	\$50,000	

Cindy, Darlene, Elizabeth will continue to work on the budget.

Ralph Wilson Grant will pay for some of the operating costs if we should happen to receive any monies from this.

**Book Clubs: Judy**

The Teen Book Club will meet on Tuesday, October 12th after school until 4:00. The books A Boy Called Bat (5th-8th) and The Saturday Night Ghost Club (9th-12th) will be distributed to participants.

The Adult Community Book Club will meet on Tuesday, October 17th and will discuss Killers of the Flower Moon and The Southern Book Clubs Guide to Vampire Slaying

The SCS Book Club will meet on the third Thursday, October 19th, to discuss The Personal Librarian

### **Buildings and Grounds Report: Beth for Elizabeth**

\*The signage is still being researched to replace the old sign that was taken down on the front lawn. We talked about the fact that Brick City still has \$1,000 toward the work of the sign. Discussion was held about back lighting on the sign as well.

\*The Sheldon Foundation Grant will need to be submitted by Elizabeth before December 1st. She continues to work on this.

\*The carpet on two floors of the library has become a safety issue, Jared at the school will be contacted to find out how they replaced their carpeting with industrial grade flooring.

### **Fundraising: Upcoming events**

\* 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 contacted two libraries and a time will be set up to meet with these representatives.

\* Storywalk...Saturday, October 28th 10:00-Noon

\* Molly Brown October 19th 6:00 about Bats

\* Erie Canal Traveling Museum Oct 16th and Oct 23rd 10AM

### **Sustainability Funding Committee:**

\*Will meet on Tuesday, October 10th @ 6:00

A Motion was made to go into Executive Session @ 6:42 by Darlene and 2nd by Carol.

A motion was made by Dianne and 2nd by Darlene to leave Executive Session @6:54.

\*After a phone call from Harold Wake and George Wake, Judy found out that they awarded the library a \$50,000 grant in response to her letter. Judy brought up a motion to name the History Room upstairs in Honor of Harold and Wanda Wake and the Wake Family Foundation. It was 2nd by Carol...all Aye.

\*A discussion was had about the possibility of the library being a place for the 5&2 Ministry to house their shipments and be a distribution center, however, we don't feel we have the room for this. Judy will make the Ministry group aware of this decision.

Next Meeting: Tuesday, November 7th 2023.

Adjournment: The motion to adjourn was made by Krista and seconded by Carol @ 7:13

Respectfully submitted,  
Judith Warren

Minerva Free Library  
2023 Approved Budget

Minerva Free Library 2023 Approved Budget											
Endowment	June	July	August	September	October	November	December	YTD			
Overall USB Fund Endowment	\$ 109,245.29	\$ 112,556.85	\$ 114,606.58	\$ 112,819.74	109,343.99	\$ -					
Checking Account	\$ 31,222.29	\$ 31,776.90	\$ 28,365.39	\$ 26,534.07	\$ 19,338.75						
Savings Account	\$ 21,896.98	\$ 22,331.90	\$ 26,534.07	\$ 23,297.67	\$ 78,655.43						
Total Portfolio	\$ 162,364.56	\$ 166,665.65	\$ 169,506.04	\$ 162,651.48	\$ 97,994.18	\$ -	\$ -				
Income	June	July	August	September	October	November	December	YTD	Annual Budget	\$ Remaining	%Remaining
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	2023	2023	2023	2023
11.25 Balance in Operating Fund	\$ 89,694.46	\$ 88,821.88	\$ 85,553.78	\$ 85,037.87	\$ 183,617.31	\$ 180,812.05	#####				
11.1 Local Funding				\$ 5,000.00				\$ 10,000.00	\$ 10,000.00		
11.2 Local Funding	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 10,000.00			
11.3 Local Library Services Aid (LLSA)			\$ 1,293.30					\$ 1,436.70	\$ 2,000.00		
11.7 CCLS Grants	\$ 500.00		\$ 823.00			\$ -		\$ 2,469.00	\$ 3,000.00		
11.8 Total System Cash Grants	\$ 500.00	\$ -	\$ 2,116.30	\$ -	\$ -	\$ -	\$ -	\$ 3,905.70			
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	\$ 1,822.45	\$ 10.00	\$ 37.90	\$ 50,260.00	\$ 182.00	\$ -	\$ -	\$ 95,892.17	\$ 850.00		
Gifts	\$ 270.00	\$ 10.00	\$ 37.90	\$ 260.00	\$ 82.00						
Grants	\$ 1,552.45			\$ 50,000.00							
Amazon Smile											
Room donations					\$ 100.00						
11.15 Fund Raising	\$ 50.00	\$ -	\$ 746.00	\$ 10.00	\$ 113.00		\$ -	\$ 1,811.00	\$ 6,939.00		
book clubs					\$ 13.00						
mugs				\$ 10.00							
charcuterie											
movie night											
baskets			\$ 322.00								
bikes			\$ 424.00								
bunco											
friend of the library					\$ 100.00						
11.16 Income from Investments transfer	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 14,980.00	\$ 21,000.00		
11.17 Library Charges	\$ 89.18	\$ -	\$ 81.00	\$ 60.80	\$ 54.29	\$ -		\$ 736.95	\$ 175.00		
11.18 Other Misc.	\$ 10.00	\$ 122.50		\$ 26.00	\$ 6.00		\$ -	\$ 365.51	\$ 520.00		
Prior Fiscal Year								\$ -			
11.19 Total Other Receipts (11.14 thru 11.18)	\$ 3,794.08	\$ 142.50	\$ 1,648.80	\$ 100,626.80	\$ 650.29	\$ -	\$ -	\$ 113,785.63	\$ 52,134.00		
11.20 Total Operating Fund Receipts (Total of 11.2, 11.8, 11.12, 11.19)	\$ 4,294.08	\$ 142.50	\$ 3,765.10	\$ 105,626.80	\$ 650.29	\$ -	\$ -	\$ 127,691.33	\$ 14,393.00		
	\$ 93,988.54	\$ 88,964.38	\$ 89,318.88	\$ 190,664.67	\$ 184,267.60	\$ 180,812.05	#####		\$ 66,527.00		

Expenses	June	July	August	September	October	November	December	2023	Annual Budget	\$ Remaining 2023	%Remaining 2023
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	YTD	2023		
12.2 Other Staff	\$ 1,637.15	\$ 1,757.65	\$ 1,952.10	\$ 2,408.65	\$ 1,649.25	\$ -	\$ -	\$ 18,753.95	\$ 24,520.00	\$ 5,766.05	24%
12.3 Total Salaries and Wages	\$ 1,637.15	\$ 1,757.65	\$ 1,952.10	\$ 2,408.65	\$ 1,649.25	\$ -	\$ -	\$ 18,753.95			
Social Security	\$ 101.50	\$ 108.97	\$ 121.03	\$ 149.33	\$ 102.25	\$ -		\$ 1,162.70	\$ 1,438.00	\$ 275.30	19%
Medicare	\$ 23.74	\$ 25.49	\$ 28.31	\$ 34.95	\$ 23.92	\$ -		\$ 271.99	\$ 336.00		
Workers Compensation				\$ 555.00				\$ 1,039.00	\$ 400.00	\$ (639.00)	-160%
Unemployment		\$ 766.50						\$ 5,694.00			
Disability								\$ -	\$ 400.00	\$ 400.00	100%
NYS Paid Family Leave								\$ -			
IRS payments								\$ 370.46			
12.4 Employee Benefits and Expenditures (Medicare, Workers Comp, Disability)	\$ 125.24	\$ 900.96	\$ 149.34	\$ 739.28	\$ 126.17	\$ -	\$ -	\$ 8,538.15			
12.5 Total Staff Expenditures	\$ 1,762.39	\$ 2,658.61	\$ 2,101.44	\$ 3,147.93	\$ 1,775.42	\$ -	\$ -	\$ 27,292.10	\$ 27,094.00		
12.6 Print Materials	\$ 1,760.90	\$ 9.50	\$ 562.28	\$ 3,215.05	\$ 458.08	\$ -		\$ 7,077.90	\$ 2,000.00	\$ (5,077.90)	-254%
12.7 Electronic Materials	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ 33.33	\$ -	\$ -	\$ -	\$ 300.00	\$ 300.00	100%
12.8 Other materials: DVDs, Audio Bk	\$ 1,225.33				\$ 389.30			\$ 1,744.21	\$ 250.00	\$ (1,494.21)	-598%
12.9 Total Collection Expenditures	\$ 3,019.56	\$ 42.83	\$ 595.61	\$ 3,248.38	\$ 880.71	\$ -	\$ -	\$ 9,155.41			
12.10 From Local Public Funds (71PF)								\$ -			
12.11 Other Funds Expenses								\$ 9,504.67	\$ 8,500.00		
12.12 Total Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,504.67	\$ -		
12.13 From Local Public Funds											
12.14 From Other Funds Repairs					\$ 135.00	\$ -		\$ 135.00	\$ 1,300.00	\$ 1,165.00	90%
12.15 Total Repairs	\$ -	\$ -	\$ -	\$ -	\$ 135.00	\$ -	\$ -	\$ 135.00			
Gas	\$ 214.00	\$ 214.00	\$ 214.00	\$ 191.00	\$ 191.00	\$ -		\$ 2,131.01	\$ 2,500.00	\$ 368.99	15%
Electric	\$ 93.24	\$ 107.43	\$ 131.82	\$ 140.13	\$ 114.19	\$ -	\$ -	\$ 987.85	\$ 1,000.00	\$ 12.15	1%
Water & Sewer		\$ 168.75		\$ 179.48		\$ -		\$ 847.91	\$ 1,000.00	\$ 152.09	15%
Insurance Property/Liability	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ 2,021.84	\$ 2,500.00	\$ 478.16	19%
Custodial	\$ 41.58	\$ 70.00	\$ 105.00	\$ 20.63	\$ 113.27			\$ 374.70			
Miscellaneous	\$ -	\$ -	\$ -	\$ 79.93				\$ 79.93	\$ -		
12.16 Other Disbursements for Operation & Maintenance of Buildings	\$ 348.82	\$ 560.18	\$ 450.82	\$ 611.17	\$ 418.46	\$ -	\$ -	\$ 6,443.24	\$ 7,000.00	\$ 556.76	8%
12.17 Total Operation & Maintenance of Buildings (12.15, 12.16)	\$ 348.82	\$ 560.18	\$ 450.82	\$ 611.17	\$ 553.46	\$ -	\$ -	\$ 6,578.24			
12.18 Office & Library Supplies	\$ 35.89	\$ -	\$ 386.34	\$ -			\$ -	\$ 1,159.61	\$ 450.00	\$ (709.61)	-158%
Telecommunications		\$ 79.98	\$ 79.98	\$ -	\$ 79.98	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00	100%
Internet		\$ 69.00			\$ 69.00			\$ 207.00	\$ 990.00	\$ 783.00	79%
12.19 Telecommunications	\$ -	\$ 148.98	\$ 79.98	\$ -	\$ 148.98	\$ -	\$ -	\$ 846.84	\$ 1,990.00	\$ 1,143.16	57%
12.20 Postage/freight			\$ -					\$ 326.34	\$ -	\$ (326.34)	
12.21 Professional Consultant Fees				\$ 20.00	\$ 20.00			\$ 290.00	\$ 300.00	\$ 10.00	3%
12.22 Equipment				\$ -	\$ -		\$ -	\$ -			
Software	\$ -							\$ 28.81			
				\$ -		\$ -		\$ -			
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -			
SRP/Events (Halloween/Christmas, etc.)	\$ -	\$ -	\$ 666.82	\$ 19.88	\$ 51.98			\$ 738.68	\$ 1,000.00	\$ 261.32	26%
12.23 Other Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ 25.00			\$ 527.64	\$ 850.00	\$ 322.36	38%
12.24 Other Miscellaneous (12.18 thru 12.23)	\$ 35.89	\$ 148.98	\$ 1,133.14	\$ 39.88	\$ 245.96	\$ -	\$ -	\$ 5,221.76			
12.32 Total Operating Fund Disbursements	\$ 5,166.66	\$ 3,410.60	\$ 4,281.01	\$ 7,047.36	\$ 3,455.55	\$ -	\$ -		\$ 51,034.00		
12.36 Transfers to Other Funds											
12.38 Total Disbursements and Transfers	\$ 5,166.66	\$ 3,410.60	\$ 4,281.01	\$ 7,047.36	\$ 3,455.55	\$ -	\$ -		\$ 51,034.00		
12.39 Balance in Operating Fund	\$ (872.58)	\$ (3,268.10)	\$ (515.91)	\$ 183,617.31	\$ (2,805.26)	\$ -	\$ -				
	\$ 88,821.88	\$ 85,553.78	\$ 85,037.87	\$ 183,617.31	\$ 180,812.05	\$ 180,812.05	#####				

October 2023

Checking Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$19,338.75
	10/5/2023	national grid	electric	\$114.19		\$19,224.56
	10/5/2023	national fuel	gas	\$191.00		\$19,033.56
6176	10/5/2023	Cengage Learning	large print books	\$26.59		\$19,006.97
	10/5/2023	CCLS	Overdrive- 33.33, Internet- 69.00, LP Books- 86.10	\$188.43		\$18,818.54
	10/5/2023	First National Bank Omaha	credit card bill	\$722.94		\$18,095.60
6177	10/16/2023	Cole Electric	outside front light	\$135.00		\$17,960.60
6178	10/16/2023	Cengage Learning	large print books	\$19.99		\$17,940.61
6179	10/16/223	Vanessa Lutton	rug, coffee table seating grant	\$225.00		\$17,715.61
	10/13/2023	payroll	direct depsoit	\$762.45		\$16,953.16
	10/13/2023	payroll	taxes	\$215.12		\$16,738.04
6180	10/16/2023	SCS Musical Productions	ad in Nemo Jr. Program	\$25.00		\$16,713.04
	10/11/2023	Chautauqua region Foundation	teachnology upgrade		\$4,000.00	\$20,713.04
	10/30/2023	transfer	from savings to checking		\$50,000.00	\$70,713.04
	10/27/2023	payroll	direct depsoit	\$618.22		\$70,094.82
	10/27/2023	payroll	taxes	\$179.63		\$69,915.19
<b>Totals</b>		<b>Transaction count: 15</b>		<b>\$3,423.56</b>	<b>\$54,000.00</b>	<b>\$69,915.19</b>

October 2023  
Savings Register

Check/Code	Date	Transaction	Description	Withdrawal	Deposit	Balance
			Beginning Balance			\$78,655.43
	10/6/2023		WNY Health seminar		\$72.00	\$78,727.43
	10/7/2023	deposit	tops dnotation-100, endress-10		\$110.00	\$78,837.43
	10/30/2023	deposit	Bookclub-13, book sale-6, donation box- 32.29, printing-22, friend of library membership-100		\$173.29	\$79,010.72
	10/30/2023	transfer	from savings to checking	\$50,000.00		\$29,010.72
Totals		Transaction count: 3		\$50,000.00	\$355.29	\$29,010.72



Date	Copies	Fines	Fax	Daily Donation	Book Sale	Total	Petty Cash					\$ 40.00	Money at the start of 2023
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							
7/13/2023		\$ 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							
9/26/2023	\$ 1.00					\$ 1.00							
10/26/2023	\$ 22.00					\$ 22.00							
7/17/2023	\$ 0.80					\$ 0.80							
						\$ 327.31							

\$ - Total Petty Cash

**November 7, 2023 From the Director's Desk**

STATS for 10/1/23-10/30/23: Audiobooks: 3, Books: 351, CCLS Audiobooks: 4, CCLS LP: 11, DVD: 143, DVD Set:2, J Books: 208, JR DVD: 4, J MEDIA: 3, magazines 3, New Book: 3, TOTAL CIRC: 736 in October up from 544 in September (764 August=764).

Libby Stats: 116 in Sept, 100 in Aug, 90 in July, 107 in June, 84 in May, 85 in April, 94 in March, 80 in Feb, 60 in Jan

**NEWS & NOTES:**

Things accomplished in October: 3 Zumbas, 4 TOPS, 4 Story times, 1 visit from Molly Brown who taught about bats, 2 Erie Canal workshops, 1 sustainable fun meeting, 1 visit to Chautauqua Inst. For the ASI grant reception, 1 Insurance Audit for workman's comp, 1 Girl Scout Meeting, 1 Community Book Club, 1 teen book club, 1 Story walk that saw 67 people walk through the library and 32 Volunteers, 1 Toddler time (really need to change the name to something more preschool not toddler).

I will look into a new grant opportunity presented from ALA (American Library Association)

I have begun weeding out the non-fiction portion of the library. It is really outdated so I am thinking of applying for some type of grant to replenish and modernize those shelves.

Thank you to everyone for making our October Batty at the library this month. What a successful month!



Minerva Free Library  
116 Miller Street  
Sherman, NY 14781  
Phone: 716-761-6378  
**Recording/Photo Policy**

Attendance at Minerva Library Programs and events constitutes consent to be filmed or photographed for use in print and/or electric publicity for The Minerva Library. To ensure privacy, full names or personal identifying information will not be given out without written approval for the subject, parent or legal guardian.

If you do not want us to use a photo or video of your child or self, please tell the library staff member or board member coordinating the event before the event.

**Board of Directors- Sherman Minerva Free Library**

**Board Approved \_\_\_\_\_**

**The Minerva Free Library reserves the right to modify this policy at any time.**



Minerva Free Library  
116 Miller Street  
Sherman, NY 14781  
Phone: 716-761-6378  
**Meeting Room Policy**

The Minerva Free Library provides the following meeting spaces:

1. The Upstairs Gathering Room of the Library
2. The Library Basement

The Minerva Free Library will interview the reservee to ensure that none of the library policies are violated and that no illegal activities take place.

Reservations:

- To reserve a meeting space, Minerva Free Library asks that the reservee requests time and date necessary to check for availability.
- All potential cancellations of events must be brought to the attention of the Minerva Free Library Director.
- Reservations must be made by a responsible individual 18 years or older
- Donations Greatly Appreciated

**Board of Directors- Sherman Minerva Free Library**

**Board Approved \_\_\_\_\_**

**The Minerva Free Library reserves the right to modify this policy at any time.**