

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

Present Board Members: Beth Armes, Darlene Barney, Krista Rhebergen, Judy Warren, Karen Croscut, Dianne Courtney-Freeman  
Virtual: Elizabeth Meeder  
Director: Cindy Sears

**Secretary’s Report:** President Beth Armes called the meeting to order @ 6:02 PM. Attendance was taken, followed by the Pledge of Allegiance.

The minutes from the November Board Meeting were approved. A motion was made by Darlene and Seconded by Dianne. All: Aye.

**Director’s Report: Cindy Sears**

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

<b>* Treasurer’s Report : Darlene</b>	Beginning	Ending
Checking and Savings Balance	\$98,852.42	\$46,296.95
Endowment Balance	\$107,058.46	
UBS Core Savings:	\$50,000.00	
Gifts: room donation, private gifts	\$285	

A motion was made to approve the proposed 2024 Budget  
The motion was made by Karen and Seconded by Krista. All: Aye

**Book Clubs: Judy**

The Adult Community Book Club will meet on Tuesday, December 19th and will discuss Hercule Poirot’s Christmas and Winter Stroll.

The SCS Book Club will not meet in December.

The teen club book boxes are being distributed in December.

We talked about getting a phone number for the community members who don't have Facebook so that they receive messages from the group.

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

\*The signage will go for production with Brandon from 360 Graphics.

The Village has gifted us the Special Use Permit and our new building permit.

### **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 our first committee meeting on Tuesday, January 2nd @6:00. Beth, Elizabeth, Dianne, and Cindy will be members of the committee.

### **Sustainability Funding Committee:**

We are waiting to find out when the Town will distribute the funding that they put in their budget for support of the library. We need to have a timeline of this distribution for our records. This will be for the 2024 year.

Secured Capital Project Money 259 Vote \$55,000...Elizabeth will contact Eric from the Post Journal to help us get the publicity going.

The Committee will begin the active planning stage in January.

**Grants:** There was a meeting held with the director of the Sheldon Foundation in regards to the grant proposal we submitted. It was decided that there needed to be a rewrite of parts of the proposal, now that the distribution of funds is better understood. The Lift will be what we concentrate on.

### **Policies:**

Library Code of Conduct Policy. Motion to approve made by Krista, Seconded by Karen. All: Aye

Community Meeting Room Policy: it was decided that a check list needed to be prepared for the groups using the building. Krista and Cindy will work on this. A motion to approve the policy was made by Darlene and Seconded by Karen.

All: Aye

Library Equipment Loan Policy: Adding Donations Greatly Appreciated to it. With these changes being made a motion to approve was made by Karen and Seconded by Dianne. All: Aye

The Board regretfully accepted the resignation of Carol Chase after her many years of service on the board. Carol's presence and knowledge of the library and the community will be greatly missed. We wish her well.

The Holiday Closings Schedule for 2024 was submitted to the board. A motion to accept it was made by Judy and Seconded by Krista. All: Aye

The focus of the February meeting will be Election of Officers.

Next Meeting: Tuesday, February 6th, 2023.

Adjournment: The motion to adjourn was made by Darlene and seconded by Karen @ 7:11.

Respectfully submitted,  
Judith Warren