

Minerva Free Library
Board of Trustees Meeting Minutes: December 3, 2025
“Libraries Change Lives”

Present Board Members: Judy Warren, Beth Armes, Chris Labuskes, Dianne Courtney-Freeman, Darlene Barney, Elizabeth Meeder, Krista Rhebergen, FaceTimed into meeting Karen Croscut

Absent: Vanessa Lutton

Director: Cindy Sears Guest: Teresa Guzman

Secretary’s Report: President Beth Armes called the meeting to order @ 6:02 PM.

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

Public Comment: Teresa thanked the board for a job well done.

Director’s Report: Cindy Sears

A \$2,500 grant was approved by the Ralph Wilson Grant Committee. Cindy will use the funding to support the Early Learning Fun Time Program. We are thankful that Cindy continues to apply for grants for the library and its patrons.

Cindy held her employee reviews.

The Jr. Reader Books have been ordered with funding from the Pilcrow Grant which Cindy applied for.

Treasurer’s Report: Monthly report given by Darlene. The board approved the 2026 budget of \$61,652. A motion was made by Karen and Seconded by Elizabeth. All: Aye

Buildings and Grounds Report: Nothing to report at this time.

New Business:

A motion to move to bimonthly meetings was approved. A motion was made by Chris and Seconded by Karen. All:Aye

With this being the case, the board revisited the upcoming meeting focus for 2026 and changed the monthly focus to meet the yearly deadlines/needs.

A motion to accept the Holiday Closing Schedule for 2026 was approved. A motion was made by Karen and Seconded by Chris. All:Aye

Policies were reviewed and approved as follows:

The Whistleblower Policy was approved. A motion was made by Chris and Seconded by Dianne. All:Aye

Upcoming Events:

Photo Scavenger Hunt during the Community Christmas Week

Annual February Book Sale

Monthly Meeting Focus Topic:Policies

Next Meeting: Tuesday, February 3, 2026 **Adjournment:** President Armes adjourned the meeting @ 6:43.

Respectfully submitted:Judith Warren