

CALEDONIA LIBRARY

BOARD MEETING MINUTES

Tuesday, JULY 25, 2017, 7:00PM
Caledonia Library, Caledonia, NY

Caledonia Board Members Present: Cenna Clements, Dallas Miller, Gail Milner, Joan Robinson, Karen Yorks, Mary Ranous, Joanne Crosman, Don McKay.

Absent – Dick Thomas.

Also in attendance, Library Director Renate Goff. Lauren

CALL TO ORDER:

Gail Milner called the meeting to order at 7:07 pm.

ADOPTION OF THE AGENDA

APPROVAL OF THE MINUTES

MOTION 01: Cenna Clements moved to adopt the June 27th, 2017 minutes. Mary Ranous seconded and the motion carried.

COMMUNICATIONS AND REPORTS:

1. Director's Report: Renate Goff

Renate made copies for us and gave a presentation of library standards and a review of the trustee's manual page 11. Emergency policies. Qualifications of the librarian and some of the requirements of the state, for the library based on the population sizes. Standards and minimum standards.

2. Financial Report: Karen Yorks

Presented reports:

- 1 Profit & Loss
- 2 Expenses by Vendor Summary
- 3 Profit & Loss Prev Year Compilation
- Payroll processing – Perry Payroll Processing

MOTION 02: Mary Ranous moved to approve the cash activity report. Joanie seconded and the motion carried.

3. Committee

Expansion – concerning expansion of the building – Joan Crosman, Don McKay, Cenna Clements

Maintenance – Daily Maintenance – Dallas Miller

Personnel Committee – Wages, Payroll, HR/Benefits, Employee evaluation - Mary Ranous and Gail Milner.

Financial Committee – Management of current funds, 1st pass of the budget recommendations.

- Joan Crosman, Karen Yorks, Renate Geoff.

Grants – Mary Ranous, Lisa Wood as a suggestion, Dick Thomas.

Fundraising – Joanie Robinson also said that Debbie Davis has an interest in working with the library more.

Publicity / Community - Don McKay

Policy – Bylaws – Dick Thomas

Helpers –

Volunteers -

4. Book Sale

Discussion about scheduling and organizing a book sale. What the dates would be, and where.

Hometown Holidays, the Fall Festival. Cenna to help, Joanie said she would ask Debbie Davis for help as well.

5. Expansion of Library

Motion 03 – Don McKay motions that we are committed to the expansion of the library. That, the money in the Building Fund account number XX6956, for the value of \$381,409.48 is solely for the expansion of the Library. Karen York seconded and the motion carried.

NEW BUSINESS:

1. Audit Discussion

Lauren form PLS gave a list of suggestions of auditors for either a financial review or a full audit. Given to the financial committee to review.

2. Open House

Kathy spoke about having an open house at the library to meet the members of the board.

MOTION 03: Cenna Clements moved to move the next regular monthly meeting up from Aug 29th 2017 to Aug 22nd 2017. Dallas Miller seconded and the motion carried.

We'll have the open house on August 30th, at the Library from 6:30-8:30. Joanie will mail out invitations to the association members. The new book monthly add in the Pennysaver will be substituted with notice about the open house and to meet and greet the board members and punch!

3. NEW BUSINESS ITEM

Approve autopay – Frontier, Toshiba,

****Add to the calendar, every November we need to approve the autopay for the new year.****

Discussion about attending meetings of the county, town and village to show thanks for funding or for considerations of funding.

MOTION ##: TRUSTEE NAME moved to approve the NAME OF BUSINESS ITEM BEING APPROVED. TRUSTEE NAME seconded and the motion carried.

4. Problems in the basement.

The inside of the bottom of the cellar door is rotted and has been eaten partially. An off-hand quote to fix it was between \$800-\$1200. Ian Coyle, was kind enough to give Livingston County money to help library's for projects that are too small for grants.

MOTION 04: Dallas Miller moved to approve the repair to the outside, cellar interior door and frame. Cenna Clements seconded and the motion carried.

5. One of the CD's is maturing in 5 days.

Gail spoke with Five Star who would not be able to match the rate that is at Castile. 13 month from Five Star was not available to us. DFA dimension fund, no minimum, borrowing is at 3

MOTION 06: Joan Crosman moved to approve the moving of the money in the XX6425 account into the Dimensional fund account. Karen York seconded and the motion carried.

Next Meeting:

August 22, 2017

Reminders:

Adjourn

MOTION 07: Cenna Clements moved to adjourn the meeting. Joanie seconded and the motion carried. The meeting was adjourned at 9:41.

Respectfully submitted,

Dallas M Miller

To be approved on August 22nd, 2017.