

Caledonia Library

Regular Board Meeting  
October 30, 2018

**Caledonia Board Members Present:**

**Gail Milner, Don McKay, Dallas Miller, Joanie Robinson, Karen Yorks, Mary Ranous, Joanne Crosman, Dick Thomas, Cenna Clements.**

Also in attendance, Library Director **Renate Goff**

**I. CALL TO ORDER:**

Gail Milner called the meeting to order at 6:15 pm and the Trustees performed the Pledge of Allegiance

**II. APPROVAL OF THE MINUTES**

**MOTION 01:** Karen Yorks moved to approve the September 25, 2018 minutes. Don McKay seconded and the motion carried.

**III. COMMUNITY COMMENTS:**

There were no members of the community present.

**IV. REPORTS:**

**a. DIRECTORS REPORT**

- i. Annual PLS Board Meeting. Gail, Don, Kathy Hartness and Karen were in attendance.
- ii. Met Mike Burnside at the library to review potential space.
- iii. Candy attended training for the Evergreen System.
- iv. Bero Architects visited for a structural analysis.
- v. Gail and Renate attended the Historic Preservation at PLS.
- vi. Met with Edge and HBT architects.
- vii. October had 7 new adult patrons, 4 new children and circulation was at 15,726
- viii. Candy helped design a brochure and presented it to the school explaining about our downloadable books – e-book, audiobooks and magazines

**b. TREASURERS REPORT**

- i. Karen provided us with copies of the financial reports and a list of the expenses.
- ii. Continuing to work on the budget.

- iii. Gail and Karen went to the Bank of Castile and signed paperwork for a dedicated building fund, checking account. Everything involved in building the addition will go through that account.
- iv. **Approve Cash Activity Report 1**
  - 1. **MOTION 02:** Joanne Crosman moved to approve the cash activity report. Don McKay seconded and the motion carried.

V. **COMMITTEE UPDATES**

a. **FUNDRAISING - Joanie**

- i. Fundraising committee will be meeting next week on Nov 6.
- ii. Hometown Holidays will be on December 1<sup>st</sup>. The Bake Sale will be on December 15<sup>th</sup>.
- iii. Planning to sell lottery tickets, maybe starting in January and have a drawing in April/May.
- iv. For Hometown Holidays Gail offered the Village to have the tree setup in the library's side yard.

b. **MAINTENANCE - Dallas**

- i. Planning to insulate the downstairs bilco door.
- ii. Replaced two of the ballasts of the lights in the children's room.
- iii. Sealed a little of the edges of the bilco door with caulk.

c. **PUBLIC RELATIONS**

d. **EXPANSION – Joanne and Gail**

- i. RFP's were sent out to 7 firms and 4 have responded. Deadline is December 1<sup>st</sup>.
- ii. Edge and HPT have visited the library for a site survey and are expected to make a presentation during the first couple weeks of December. There are also a few more who have responded including *Bero*.
- iii. 4 out of the 7 firms we reached out to, have responded.

e. **EXPANSION – Joanne and Gail**

- i. Waiting to receive the proposals during the first week of December.

f. **GRANTS - Mary**

- i. Building condition survey person came in and may take a month for a report.
- ii. Looking for grants to help electronically whose availability begins in November/December.
- iii. Simon Schuster is offering a raffle for an iPad and audio books.

VI. **NEW BUSINESS**

a. **TAX CAP RESOLUTION:**

- i. The Board discussed and decided upon option 1 for the Tax Cap Resolution:
  - 1. Option 1 - Whereas, the adoption of the 2019 budget for the Caledonia Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of

qualified board members; now therefore be it Resolved, that the Board of Trustees of the Caledonia Library voted and approved to exceed the tax levy limit for 2019 by at least the sixty percent of the board of trustees as required by state law on October 30, 2018.

2. **MOTION 03:** Joanne Crosman moved to approve the choice of Option 1 for the Tax Cap Resolution. Don McKay seconded and the motion carried.

**b. 2019 Budget**

- i. Karen, Renate and Gail have started work on the budget for 2019 and expect it to be ready by the November Board meeting.

**VII. OTHER**

- a. Gail met with our insurance man Mike Tucci who found us a better insurance company. Switching us from Liberty to Erie Niagara. Mike suggested our general aggregate go from \$2 million to \$4 million and that for each occurrence we go from \$2 million to \$4 million and \$1 million to \$2 million. This would increase our policy by \$29. The property is \$20, 400 with a deductible of \$500. Mike would like a copy of our assessment back from Bero.

- i. **MOTION 04:** Karen Yorks moved to approve moving our insurance policy to Erie Niagara. Joanne Crosman seconded, all were in favor and the motion carried.

- b. We agreed to cancel the regularly scheduled Caledonia Library Board meeting for December.

**VIII. ADJOURNMENT**

- a. **MOTION 05:** Karen Yorks moved to adjourn the meeting at 7:31 pm. Joanie Robinson seconded and the motion carried.

The next regular meeting is Tuesday, November 27. Time 6 PM.

Respectfully submitted,

DALLAS M. MILLER

To be approved on November 27, 6 PM.