

# CALEDONIA LIBRARY

## BOARD MEETING MINUTES

Tuesday, September 25, 2018, 6:00PM  
Caledonia Library, Caledonia, NY

### Caledonia Board Members Present:

**Gail Milner, Don McKay, Dallas Miller, Joan Robinson, Karen Yorks, Mary Ranous, Joanne Crosman, Dick Thomas**

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

**Caledonia Board Members not Present: Cenna Clements.**

### **I. CALL TO ORDER:**

Gail Milner called the meeting to order at 6:13 pm and the Trustees performed the Pledge of Allegiance

### **II. APPROVAL OF THE MINUTES**

**MOTION 01:** Don McKay moved to approve the May minutes. Mary Ranous seconded and the motion carried.

**MOTION 02:** Don moved to approve the corrected August minutes. Mary Ranous seconded and the motion carried.

#### **Corrections to August**

- Fundraising Committee Updates - Joanie – Much Ado made over \$6000. We've done the Much Ado at the Library from 2011 – 2014 and again in 2018. Rather than going to the well once to many times, we will focus on the Bake Sale, Hometown Holidays and other events next year.
- Maintenance –flies away Jones – corrected to 'Fly Control Services' Scott Koch.
- The 'XXX' is corrected to 'Michele DeJong'.
- The next scheduled meeting is not July 31<sup>st</sup>, it is September 31<sup>st</sup>.
- Barrow should've been spelled as Bero, under grants under F committee update.

### **III. COMMUNITY COMMENTS:**

- i. There were no members of the community present.

### **IV. REPORTS:**

#### **a. DIRECTORS REPORT – Renate Goff**

- i. The Read along presentation was successful. 40+ people attended, adults and families.

- ii. NYS – is revising the minimum standards of the libraries and provide them. One of the things they want to do is establish Trustee Education. To provide 3 hours per year as a training requirement for Trustees. There are a lot of questions about how this will be done – certificate tracking, 3 hours per year versus per term, when per term, where will the training will be, who will be doing the training.
- iii. There were 10 new adult and no new child patrons; circulation was at 1768 for August.
- iv. Author read aloud program had great attendance! 40+ children and adults!
- v. Time Warner installed something new, which increased our wireless download speed.
- vi. PR opportunity with Kim from the Bank of Castile as she drew the final prize for summer reading.
- vii. Champion readers were recognized by Senator Gallivan at the Avon Library. Caledonia was well represented with 6 children and their families.

**b. TREASURERS REPORT**

**i. Approve Cash Activity Report – Karen Yorks**

**MOTION 03:** Joan Crosman moved to approve the cash activity report, approve the list of bills paid and the Budget report YTD. Don McKay seconded and the motion carried.

The checking account is at \$71,000 and the CD's are still making money; we haven't used our line of credit and kudos to the fundraising committee.

Our CPA Terri Starowitz completed the form 990 and Karen sent it to the Board Members. Terri made an adjustment to the oil royalties of \$13.78. Terri said that when she works on the form 990 she conducts a mini audit and if she finds anything wrong, she is obligated to inform the Board.

Karen spoke with Kim at the Bank of Castille and Kim said we can open a checking account for the building fund, that there would not be any fees because we are a non-profit and that we would need to make a motion to create the new account, indicate the signers on the account in the minutes and then Kim would set it up.

**MOTION 04:** Joannie Robinson moved to create a checking account for Building Expansion with the Bank of Castille. Don McKay seconded and the motion carried. All were in favor of having the names Gail Milner and Karen Yorks as signers for the account.

**V. COMMITTEE UPDATES**

**a. FUNDRAISING**

- i. 1 Joanie Robinson – has someone who would like to make a donation in memory of someone, who would like to do it in the form of stocks. The finance committee will meet about it. Joanie also had questions about to handle memorial donations.
- ii. Gail said we are working to have a way to update the status of the expansion to the community and to offer ways of participating in it.
- iii. Sad info – Joanie had a conversation with some people and who feel the library has enough money as it is. Our argument being that as soon as we start building

the money will go fast and, that a lot of that money is solely designated for expansion efforts based on how it was received.

- iv. The fundraising committee beat up the community a lot for the Much Ado and it successful and a lot of work. So, moving forward we are going to focus on sales – the Bake Sale, the Geranium Sale.
- v. Planning to do a fundraising lottery and try to sell \$5 tickets. Hoping to start selling in April/March and end it in June.

**b. MAINTENANCE - Dallas**

- i. Dallas called Scott from Fly Control and had scheduled for Friday. The library is busy that day and I will call to have his visit rescheduled. Renate patched the hole the fire extinguisher left when it fell. I still need to caulk around the bilco doors stairwell.

**c. PUBLIC RELATIONS**

- i. Casual surveys with the community show that our relationships are good. The perception about the money we have. What is important is the resiliency of the library and that we are moving steadily towards an expansion.

**d. EXPANSION**

- i. They have worked on their RFP and have a draft. Joan read some of the appendices from Livonia's RFP. The expansion committee is going to present what we have to Bill White for him to go over. After talking with Bill, they will schedule the next expansion meeting.
- ii. Toured Livonia and talked with them about how their building went and the issues they had.

**e. GRANTS**

- i. Gail and Dick went and picked up the grant check for \$2680 from the New York Preservation Society for a Caledonia Library Building Condition – structural analysis - Report and did a small presentation about our Library. From this, we would have to pay \$520 to have them do a structural analysis. Hopefully beginning of November.
- ii. 1. Joanne and Mary submitted a proposal for the NYS Arts Council Grant First Friday's – for 5 bands with tents and chairs, for the May to September. Chris Green offered to bring over his food truck.
- iii. Joanne received a letter from a Bernice Ende, the author of Lady Long Rider who came to Caledonia a few years ago and Joanne put her up at the fairgrounds. She rode up to Susan B. Anthony's grave at Mt. Hope and to Seneca Falls. Joanne called Ron Cicoria and he got her a mounted escort to ride up there. Bernice is on a book tour – not on horseback and is coming May 3rd and will be part of Festival Grant at the fairgrounds. The grant Joan applied for is for Music and Advertising through the Arts Council Grant, for May 3<sup>rd</sup>.

**VI. OLD BUSINESS**

- a. None

**VII. NEW BUSINESSES**

- a. We received a letter from Texas, saying they have received your application form 1-D-1 Open Space Agricultural Use Appraisal Open from San Patrino. This is related to the property in Texas the library owns. None of us have requested an appraisal. Gail is going to try reaching out to them.

**VIII. ADJOURNMENT**

a. 1

**MOTION 05:** Mary Ranous moved to adjourn the meeting. Karen Yorks seconded and the motion carried. 8pm.

**The next regular meeting is Tuesday, October 30. Time 6 PM.**

Respectfully submitted,

Dallas M Miller

To be approved on October 30

DRAFT