

# CALEDONIA LIBRARY

## BOARD MEETING MINUTES

Tuesday, January 29, 2019, 6:00PM  
Caledonia Library, Caledonia, NY

### Caledonia Board Members Present:

**Karen Yorks, Don McKay, Gail Milner, Dallas Miller, Dick Thomas, Joan Robinson, Cenna Clements and Joanne Crosman.**

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

### Caledonia Board Members not Present:

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

Gail Milner called the meeting to order at 6:00 pm and the Trustees performed the Pledge of Allegiance

#### **II. APPROVAL OF THE MINUTES – December 5<sup>TH</sup> 2018 minutes**

Corrections – “136 children put their names in to win the train that was donated by Walmart of Geneseo and it was won by Eli Buckley” and “Debbie Davis and Anne Marie Fahy put in a great deal of time in decorating the library for the holidays.

**MOTION 01:** Karen Yorks moved to approve the corrected December 5<sup>th</sup> 2018 minutes. Joanie Robinson seconded and the motion carried.

#### **III. APPROVAL OF THE MINUTES – November 27<sup>th</sup> 2018 minutes**

**MOTION 02:** Joanie Robinson moved to approve the November 27<sup>th</sup> 2018 minutes. Don McKay seconded and the motion carried.

#### **IV. APPROVAL OF THE MINUTES – January 14<sup>th</sup> 2018 – Renate name moved to new line.**

Corrections: (1) - Library Director Renate Goff was listed as a guest and is corrected to a separate line. (2) “LaBella will also provide grant write to help secure construction grants.” (3) “A senior planner would cost \$115-125 per hour, planning at \$95-105 per hour and junior planner at \$55-75 per hour.”

**MOTION 03:** Cenna Clements moved to approve the January 14<sup>th</sup> 2018 minutes. Dallas Miller seconded and the motion carried.

#### **V. COMMUNITY COMMENTS:**

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

#### **VI. REPORTS:**

##### **a. DIRECTORS REPORT**

- i. There were 3 new adult and 3 new child patrons. Circulation for December was at 1254 items.

- ii. Dick Thomas asked if we can tell whether there has been a trend of increased patrons or decreases. Renate said the way it's documented has changed so you can't really tell going back. The PLS system requires library cards to be reissued after inactivity of 3 years and there are people who come in with older cards at times that then get reissued a new card.
  - iii. Renate explained that reports for the totals of e-books and downloadables have also only recently become available and that the reports only go back for the previous 2 months.
- b. TREASURERS REPORT**
- i. Budget vs actual for 2018, the library made \$7000 with fundraising and returns on our accounts.
  - ii. **Approve Cash Activity Report** for November and December of 2018  
**MOTION 02:** Joanne Crosman moved to approve the cash activity report. Don McKay seconded and the motion carried.
  - iii. **Review and Approve list of bills paid** - The total of the list of bills and that were paid for December 2018 were \$4,533.78.
  - iv. **Budget Report YTD**

## **VII. COMMITTEE UPDATES**

### **a. FUNDRAISING**

- i. Joanie Robinson – Fundraising was successful this year and we have new members on the committee. Upcoming events - The wine and chocolate event February 1st, is more of a community event versus a fundraiser and we may get some donations.  
Joanne - Bernice Ende will be in Caledonia first weekend in May – 4<sup>th</sup> and 5<sup>th</sup> and we would like to have her in the Library. “Lady Longrider”  
After expenses, fundraising brought in \$8000.

### **b. MAINTENANCE**

- i. Dallas Miller wedged a piece of foam into the basement doorway to the outside. Bought 15 keys and 2 new locks to replace the current locks.

### **c. PUBLIC RELATIONS**

- i. Dick Thomas - Policies and Bylaws - Helping Renate with the NYS sexual harassment training requirement. We have questions for PLS whether they have advice on it.
- ii. Presented a community relations report.
- iii. March 28<sup>th</sup> is a tentative Library Association meeting; 7pm. We're looking forward to Having Debbie Davis come.
- iv. We're going to work in trade with the village to help deadhead flowers at the monument and in the planters.
- v. Lottery sales in June, July is hopefully a talk at Quackenbush's Daylily farm with Denny, August a wine walk, September Dalia's and looking at some children's programs.

### **d. EXPANSION**

- i. Gail talked about the Bero Report; concerns about the walls in the back section spreading out at the tops due to the way the roof and walls were constructed. It

lists out the problems that should be repaired, some sooner than later. Fixing them all would cost almost \$100,000.

- ii. Spoke with Dan – they've drawn up plans of the existing library and expect to have the addition rendered within 7-10 days for us to view. They sent a contract to us for review.

e. **GRANTS -**

- i. Gail has been speaking with Louise Wadsworth and Heather Grant about helping us with grants. We should probably apply for as many grants as we can and work to expand our ability to do that as we continue.
- ii. Public Art Project – Livingston County is proposing an Art Walk to promote the villages and towns in the county. There will be a meeting about it on the 12<sup>th</sup>. Louise is looking for ideas for the community to promote the fish hatchery during the first 3 weeks in May. We should get involved in this.

**VIII. ADJOURNMENT**

**MOTION 04:** Karen Yorks moved to adjourn the meeting at 7:50 pm. Cenna Clements seconded and the motion carried.

**The next regular meeting is Tuesday, February 26. Time 6 PM.**

Respectfully submitted,

Dallas M. Miller

To be approved on February 26<sup>th</sup> 2018.