

**CALEDONIA LIBRARY ASSOCIATION INC.
BOARD MEETING MINUTES**

Tuesday, September 24, 2019, 6:00PM
Caledonia Library, Caledonia, NY

Caledonia Board Members Present: Cenna Clements, Don McKay, Dallas Miller, Gail Milner, Joanie Robinson, Dick Thomas, Quille Westbrook and Karen Yorks

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

Caledonia Board Members not Present: Joanne Crosman

Community Members Present: Carl Worden

CALL TO ORDER:

Gail Milner called the meeting to order at 6:15 pm.

APPROVAL OF THE MINUTES August 27th, 2019

Cenna Clements the meeting early.

Under #5 Policies and Bylaws – NYS Sexual Harassment – View the video of sexual harassment training provided by the state.

- **MOTION 01:** Don McKay moved to approve the corrected August 27th, 2019 minutes. Cenna Clements seconded and the motion passed.

COMMUNITY COMMENTS: Carl Worden

Carl spoke about the Dallas TX., energy supplier for gas and electric called Stream / Kynect. Roseanne Worden was going to talk to us about it but she could not make the meeting. The current offered price for gas is .299/therm per year. Prices may change by the time of signing. Roseanne would renegotiate the contract prior to its renewal.

- **MOTION 02:** Quille Westbrook moved to switch the Library's energy supplier to Kynect / Stream. Joanie Robinson seconded, all were in favor and the motion passed.

Directors Report - Renate presented the Directors Report.

Treasurer - Karen Yorks – presented the Cash Activity Report, List of Bills Paid and Budget Report YTD.

- **MOTION 03:** Dallas Miller moved to approve the Cash Activity Report. Quille Westbrook seconded and the motion carried.

Fundraising – Joanie Robinson - Bunko was a Bust and cancelled due to a lack of interest. Debbie Davis is very excited about the upcoming Holiday fundraising. Planning to have the first Fri-Sat in December as a Hometown Holiday's and First Friday combined festival.

Policies and Bylaws – Renate presented the policy proposal for hotspot lending at the library. Two hotspots were purchased from Mobile Beacon.

- **MOTION 04:** Cenna Clements moved to accept the hotspot policy and agreement. Dick Thomas seconded, all were in favor and the motion carried.

Building Maintenance – Dallas Miller needs to replace the wood trim on the window that is loose. The CO detectors are beeping and need their batteries replaced.

Grants – Construction Grant application. It was a long learning process in completing and submitting the grant application to PLS.

The formal name of the Caledonia Library is “The Caledonia Library Association Inc.”

Community Relations – In response to community interest we are hoping to update our website and post to Facebook explanations of where we are in our expansion process.

Building Expansion

- **MOTION 05:** Don McKay moved to approve the asbestos survey payment for \$1194. Karen Yorks seconded and all were in favor.

NEW BUSINESS

The PLS Annual Meeting and breakfast is on October 16th in Ontario County at Belhurst Castle, 9-10:30 AM.

The Trustee education legislation is anticipated to go into effect 1/1/2021. Libraries will have to report on the annual report to the state that each trustee finishes 2 hours of training each year, and any trustee not completing the training hours will have to be named on the report. If the same trustee is non-compliant for two years, they will be removed from the board by the NY state board of regents.

Legislative Breakfast- 8th Annual Legislative Thank You Breakfast, Friday, October 25, 2019 8:30 - 10:00 a.m., Henrietta Public Library, 625 Calkins Road, Rochester, NY 14623. Please register on the calendar at pls-net.org.

PLS does not support any PC's over five years old. Renate asked to approve replacement of two PC's that are older than five years.

- **MOTION 06:** Don McKay moved to approve the purchase of two computers and two monitors totaling \$1,241.16. Cenna Clements seconded and all were in favor.

Other – NYS Sexual Harassment policy. We need a list of who has completed this at their own jobs or have already completed the required training.

ADJOURNMENT

MOTION 07: Karen Yorks moved to adjourn the meeting. Joanie seconded and the motion carried. The meeting was adjourned at 8:03 PM.

Respectfully submitted,

Dallas M. Miller

To be approved on October 29, 2019.