

Caledonia Library Association, Inc.

Board Meeting Minutes

Tuesday, January 28th, 2020, 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: Holly D'Angelo

Call to Order:

Gail Milner called the meeting to order at 6:10 PM and the Board performed the Pledge of Allegiance.

Approval of the Minutes

- **MOTION 01:** Karen Yorks moved to approve the November 18, 2019 minutes. Joanie Robinson seconded. All were in favor the motion passed.

COMMUNITY COMMENTS:

Directors Report - Renate presented the Directors Report. Gail asked for a list of the number of cardholders that used their cards during the past year. We talked about the considered slogan for the library, "Caledonia Library, your portal to the World".

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

- **MOTION 02:** Don McKay moved to approve the Cash Activity Report. Cenna Clements seconded and the motion carried.

Fundraising – Joanie Robinson – Made our budget but felt the expenses were higher than we thought because of some expenses in 2019 including tents. We liked the printing we had done by Copytown in Lima. We are thankful for the donations we received in Germaine Bostwick's name.

- Beginning in February we'll start selling lottery tickets for thirty days of drawings starting June 1st.
- May 15th and 16th Geranium and Garden sale.
- September 19th will be a new event, The Fall into Library Festival.

- We are hoping to have a Lunar Module model set up at the library on September 19th.
- December 4-5th Christmas Shoppe and Hometown Holidays.
- December 12th for our annual bake sale
- Seth Graham has joined the fundraising committee and will help with advertising.

Policies and Bylaws – No report

Building Maintenance – I cut down the tree branches that had fallen in the parking lot.

Grants – No report, Dick Thomas is working on our brochure. We are considering involving the grant writing service from Labella.

Community Relations – Dick talked about taking pictures of patrons in the library and developing brochures and logo's. We looked at some examples from Livonia's Library and Wadsworth's.

Dick offered a reminder about the proposed NYS library budget cuts and to send letters to the legislators and the governor.

Finance Investments – Committee is meeting tomorrow at 6 o'clock. Ethan Spellman from Tompkins Financial is coming to discuss our investments and give recommendations. We have CD's maturing in March and at the February meeting we will make decisions on them.

Building Expansion – Gail and Charlie met with Mike and Sean from Labella yesterday and our desire for the expansion design to be warm, inviting and non-toxic. Mike and Sean said they would have plans for us by Tuesday.

Concerns about the roof transition between the original building and the new one.

A second exit will be added behind the circulation area.

We are hoping to have Marty Neighbor who helps maintain the Genesee Country Museum to repaint some of the walls.

New Business

Budget 2020 – We had a discussion about the budget we present to the town and how it has remained the same for years without increasing. We talked about how an expansion of the library will increase our costs.

Renate would like to hire Becca Wildey as a program person. She has currently been volunteering with children's reading. The program position would work on programs at the library starting at 4 hours a week and work towards being a backup to the staff and to be able to extend additional hours. Renate would like to hire Rebecca Wildey for the position.

- **Motion 04:** – Cenna Clements moved to approve the increase of the 2020 revised budget by \$1000 to employ an additional staff member for 4 hours a week. Don McKay seconded, all were in favor and the motion passed.

Renate recommends hiring Rebecca Wildey.

- **Motion 05:** Joanie Robinson moved to hire Rebecca Wildey for 4 hours a week starting March 1st. Cenna Clements seconded, all were in favor and the motion passed.

Isaac Preventative Maintenance – The new furnace was installed by Don Fox and we did not vote on canceling the maintenance service from Isaac.

- **Motion 06:** Dallas motioned to end our maintenance contract with Issac. Don McKay seconded, all were in favor and the motion passed.

After visiting, Gail proposed having the Library join the Livingston County Chamber of Commerce for this year at the \$200 level.

- **Motion 07:** Cenna Clements moved to approve joining the Livingston County Chamber of Commerce. Joanie Robinson seconded, all were in favor and the motion passed.

Advocacy Day – February 25th – On the day of our next meeting, there is bus leaving from Lakeville to Albany for the day to take Library supporters to ask Albany to restore the proposed NYS budget cuts. Gail asked for any of us who are available to go to please go.

National Library Month is in April, National Library Week is April 19th – 25th and National Library Workers day is April 21st.

Adjournment

Motion 08: Quille Westbrook moved to adjourn the meeting. Don McKay seconded and the motion carried. The meeting was adjourned at 8:40 PM.

Respectfully submitted,
Dallas M. Miller

To be submitted at the next regularly scheduled board meeting on February 25th, 2020.