

# Caledonia Library Association, Inc.

## Board Meeting Minutes

Thursday, June 4<sup>th</sup>, 2020, 7:00PM  
Caledonia Library, Caledonia, NY

**Caledonia Board Members Present: Don McKay, Dallas Miller, Gail Milner, Joanie Robinson, Dick Thomas, Quille Westbrook and Karen Yorks, Debbie Davis and Veronica Callan.**

Also in attendance, Library Director **Renate Goff** and guest **Cenna Clements**.

### Call to Order:

Gail Milner called the meeting to order at 7:00 PM

### Approval of the February 25<sup>th</sup>, 2020 Minutes

The minutes were corrected to note that Renate was not present at the meeting.

- **Motion 1:** Dick Thomas moved to approve the February 25<sup>th</sup>, 2020 meeting minutes. Karen Yorks seconded. All were in favor the motion passed.

**Directors Report** - Renate presented the Directors Report and spoke about the Bank of Castille and Thompkins Insurance agreeing to sponsor the modified summer reading program. Becca has come up with a covid compliant summer reading program.

- **Motion 2:** Don McKay moved to accept the director's report. Cenna Clements seconded and the motion passed.

**Treasurer** - Karen Yorks – presented the March and April Cash Activity Reports, List of Bills Paid and Budget Report YTD. The form 990 is being completed and we will have to be reviewed.

- **MOTION 03:** Don McKay moved to approve the Cash Activity Reports. Quille Westbrook seconded and the motion carried.

### **Grants** – Dick Thomas

Dick Thomas spoke about how some of the grants we are pursuing are hung up because of the SAM number and the DUNS number and name difficulties of the Library association name. The construction grant that requires our letter of intent has had its due date pushed out until the end of June. Overall, the expectation is there will be less grant money overall being shared among PLS members.

### **Community Relations**

A lot of donations were made to the library in memory of Dick Thomas's father.

### **New Business**

**Motion 04:** Karen Yorks moved to appoint Debbie Davis to fill the vacancy left by Joanne Crosman. Seconded by Joanie Robinson. All were in favor and the motion carried.

New board members Veronica Callan and Debbie Davis spoke about their love for the library and its importance to them.

### **Policy Updates**

Renate presented the updated policies and forms. The Caledonia Financial Controls Policies, Conflict of Interest, Disaster Policy, Incident Report and, Patron Complaint Form for review and approval.

**Motion 05:** Quille Westbrook motioned to accept the updated policies and Debbie Davis seconded. All were in favor and the motion passed.

### **Officer Elections**

All officers of the board are elected yearly.

President – Joanie Robinson nominated Gail Milner. Quille Westbrook seconded and all were in favor.

Vice President – Dick Thomas nominated Debbie Davis. Joanie Robinson seconded and all were in favor.

Treasurer – Dick Thomas nominated Karen Yorks. Karen Yorks seconded and all were in favor.

Corresponding Secretary – Dick Thomas nominated Joanie Robinson. Dallas Miller seconded and all were in favor.

Secretary – Quille Westbrook nominated Dallas Miller. Dick Thomas seconded and all were in favor.

**Motion 08:** Karen Yorks moved to adjourn the meeting. Debbie Davis seconded and the motion carried. The meeting was adjourned at 7:57 PM.

Respectfully submitted,

Dallas M. Miller

To be submitted at the next regularly scheduled board meeting on June 30<sup>th</sup>, 2020.