

**Caledonia Library Association, Inc.**

**Annual Board Meeting Minutes**

**May 25, 2021**

**Caledonia Library**

**Association Board Members Present:** Gail Milner, Karen Yorks, Don McKay, Dick Thomas, Veronica Callan, Joan Robinson, Debbie Davis.

**Absent:** Quille Westbrook, Dallas Miller

**Citizens Present:** Amy Kreckler, Pam Wilbur, Ruth Coyle, Rex Milner

**Library Director Renate Goff:** Present

**Call To Order:**

Gail Milner called the meeting to order at 6:08 PM and the Trustees performed the Pledge of Allegiance.

**Approval of the June 4, 2020 Annual Board Meeting Minutes:**

Gail Milner asked the Board members if they had reviewed the minutes. There were no questions or suggested corrections.

Motion to Approve: Don McKay

Motion seconded: Karen Yorks

Motion was carried.

**Annual Report Presentation:** Library Director Renate Goff

2020 started off with business as usual, then COVID hit.

On March 16, the Library was closed because of the Governor's executive order. Patrons were not allowed in the building, and we were not allowed to offer any services. Renate and Candy, working in tandem to avoid contact, completed a full inventory of the library. This process took 2 ½ months.

Beginning July 1, 2020, NYS released guidelines allowing the library to offer limited curbside pick-up service. This also allowed other businesses to begin again, and the library was able to commence with planned renovations. This included asbestos removal, floor removal and replacement, new ductwork, insulation, wiring. Indoor and outdoor masonry, and renovation to the front entryway. Renate and Candy provided service to the public throughout by working around the construction and maintaining much of the book collection in outdoor storage pods. Staff cataloged all the book inventory on excel spreadsheets to keep track of and locate books. The books were exchanged with patrons using drive up service in the parking lot. Staff remained very busy throughout the process.

Patrons were allowed back inside the library building in October; however, the building was shut down once again in December because of a rise in COVID in the area.

During 2020 the library was fully open for 11 weeks, partial services were offered for 25 weeks, and it was fully closed for 16 weeks. Statistics reflect the COVID outbreak and the renovation. Overall circulation dropped 50 % to 9,218, which was extraordinary barring the circumstances.

Renate stressed the library staff had a productive year, with all that was accomplished during the pandemic and library renovation. She thanked the board for supporting staff efforts throughout the year.

Don McKay praised Renate and Candy for their outstanding efforts during 2020, with all present board members agreeing.

As part of her presentation Renate provided a three-fold hand out brochure to all in attendance. She reported one poor soul deceased when he was not. And she misspelled the name, "Keenan" as if it were not one of the community's more common names. The dead person will be informed he is not dead.

**Secretary's Report:** Secretary Miller Absent, no report available currently.

**Fundraising Committee Report:** Joan Robinson

2020 was a difficult year with the pandemic, however the libraries fundraising efforts still did well. There was no geranium or Christmas Bake Sale. The Fundraising Committee did realize the following amounts for their efforts:

A garage sale with items donated from patron Linda Higby and our own library book sale made about \$1700.

Around \$2000 was made on the sale of 570 lottery tickets.

The September farmers market and book sale made \$1900.

In 2020 the Library received a total of \$1375 in memorial contributions in the names of Pat Keenan, Grace Layland, and Donald Thomas.

General Donations were \$1545

**Total monies generated through fundraising efforts and memorials: \$8520**

So far in 2021 the library has received a total of \$3115 in memorial donations for John Keenan, Roger Ludlum, Doris Rothrock and Marion Antinore.

Donations to the building fund as of 05/17/21 are \$7835

The 5/21/21 Geranium sale netted the library \$2460.

Attendees of the annual meeting had a general discussion about getting more young people involved in the fundraising and other efforts.

**Treasurer Report:** Karen Yorks and Renate Goff

Karen thanks members of the finance committee for their time and knowledge that has helped the library make money even throughout the pandemic. Members thanked included Tony Montalbano, Gary Hines, Renate Goff, Gail Milner, and Joanne Crosman.

Since the last annual meeting the CD's at the Bank of Castile have matured. They were rolled over for another 14 months at .5% and as of 04/30/21 had a value of \$82,918.74.

The Key Bank Money Market (building fund) were rolled over into a new savings account at the Bank of Castile. The value as of 04/30/21 was \$229,126.06. The building fund is made up of the checking account at 74,802.65 plus the savings account at \$229,126.06 for a total of \$303,928.71.

The library investments stand at \$97,615.68 as of 04/30/21. Since March 2019, the portfolio has increased in value by \$15,335.63.

**Public Relations Committee Report:** Dick Thomas

Dick, as usual, had very little to report. He did manage to mumble a few words about the efforts to send the booklet created for fundraising out to larger potential donors. He also mentioned that the brochures created for community fundraising for the building expansion had been completed and mailed, with significant help from Robin Finley to Caledonia residents. Hopefully, we will get some damn money.

**President's Comments:** Gail Milner

Gail provided a presentation on the renovation projects completed to date. They included:

- hired LaBella Architects to develop a plan for the restoration of our library and the construction of a new expansion
- basement walls and outside walls repointed.
- stonework on the roof completed.
- front of the building cleaned
- sashing, sills, and frames of windows restored
- created new window wells of basement window
- complete roof replacement including tear off to the studs and framing, old insulation removed, reinforced the rafter boards with new framework, new spray foam insulation in the entire roof cavity, leveled the slope, replaced all felt, plywood, and shingles, copper flashing installed at parapets, chimney, and walls

- asbestos removed from the roof, basement, under the floors of the reading room and children's room

- ducts removed throughout to abate remaining asbestos. new furnace installed and moved to a more efficient place in the basement

- layers and layers of flooring removed in the reading room and the children's room to access the ducts for abatement.

- new electric and plumbing installed in the reading room and children's room, new 3 prong plugs, and internet access in the floors of both rooms

- paint in the vestibule

- new step installed in the children's room

- spray foam insulation applied in the floors of the reading and children's room

- new plywood floors installed in both of the rooms

- new carpet in both rooms installed

Projects yet to be completed:

- installation of new gas logs for the fireplace and connection to gas lines

- renovation of the bathroom

- restoration of the kitchenette

- tile at the back of the building to manage water flow

- paint children's room

New septic system and parking area to be done when the expansion occurs

At this time 2 NYS Construction Grants have been awarded totaling about \$140,000.00  
To date, the library has spent approximately \$225,000.00.

A grant from Livingston County assisted with repairs to the library's facade.

### **Election of Trustees:**

Don McKay and Dick Thomas both feared for their lives and volunteered to new terms with no opposition.

Amy Krecker volunteered to join the board.

Debbie Davis motioned to accept the nominations.

Veronica Callan seconded the motion.

The motion was passed.

Debbie Davis motioned to adjourn the Annual Meeting at 7:22 PM.

Amy Krecker seconded the motion.

Motion was passed.