

# **Caledonia Library Association, Inc.**

## **Board Meeting Minutes**

Tuesday, May 28<sup>th</sup>, 2024, 6:25PM

Caledonia Library, Caledonia, NY

### **Caledonia Board Members Present:**

Amy Kreckler, Dallas Miller, Karen Yorks, Christopher Harris, Vicki Schneider, Gail Milner, Veronica Callan, Joanie Robinson, Dick Thomas.

### **Also in Attendance**

Library Director Renate Goff

Charlie Robinson

### **Call to Order:**

Gail Milner called the meeting to order at 6:25 pm

### **Approval Of Minutes**

**Motion 01:** Veronica Callan motioned to approve the April 25<sup>th</sup> 2024 regular meeting minutes. Christopher Harris seconded, and the motion was unanimously approved. Amy Kreckler and Dick Thomas abstained.

### **Community Comments**

Charlie Robinson asked about the move schedule for June trying to set a plan to have the carpet people to come back for the lounge section. The plan is, that 10 days after we begin the move we should be able to have th carpet people come back for the lounge.

### **Amy Kreckler left at 6:58.**

### **Reports**

#### **Directors Report**

Renate Goff presented the director's report. The 4<sup>th</sup> grade kids from the school came and got library cards.

#### **Treasurers Report – Karen Yorks**

Karen Yorks emailed the Cash Activity Reports, List of Bills Paid and Budget Report YTD to the board members for April and May.

**MOTION 02:** Veronica Callan moved to approve the Cash Activity Reports, List of Bills Paid and Budget Report YTD. Dick Thomas seconded, and the motion was unanimously approved.

## **Committee Reports**

### **Community Relations –**

## **Old Business**

**Meeting Room Policy** is still under consideration.

### **Hot-Spot Policy and Harassment-Discrimination Policy**

**Motion 04:** Karen Yorks motioned to approve the Hot Spot and Harassment-Discrimination Policies. Vicki Schneider seconded, and the motion was unanimously approved.

## **New Business**

### **Election of Board Trustee Members**

Amy Krecker, Dick Thomas and Christopher Harris have Trustee terms that are ending.

Officer elections: Current officers President- Gail, Vice President- Veronica, Treasurer- Karen, Secretary- Dallas, Corresponding Sec.- Joan.

**Motion 05:** Karen Yorks motioned to accept Amy Krecker, Dick Thomas and Christopher Harris for new terms on the board and for the election of officers of the board as President- Gail, Vice President- Veronica Callan, Treasurer- Karen Yorks, Secretary- Dallas Miller, Corresponding Secretary. Joanie Robinson seconded and the motion was unanimously approved.

**Motion 06:** Christopher Harris motioned to approve the resolution that “The Caledonia Library affirms the governance responsibilities of the Board of Trustees, including the oversight and support of the Library Director in the management actions required to comply with all provisions of the Systems Access and Confidentiality of Library Records Policy, relevant OWWL Library System policies, respective local policies, and other NYS Laws referenced therein, to protect patron privacy and the patron data entrusted to the Caledonia Library and OWWL Library System.” Dick Thomas seconded and the motion was unanimously approved.

## **Employee Assistance Program (EAP)**

The board discussed signing up for the EAP program but it may already be available through OWWL at a lower cost.

## **Trustee Handbook**

Dick Thomas - Dick wanted to say after being on the board, to mention how important the Trustee Handbook is and consequently, take a section of the book and he'll do a short, five-minute presentations of a chapter of the handbook at the meetings.

Dick talked about the trustee book being invaluable and mentioned some sections as examples of the benefit of reading it and being familiar with it. That the handbook itself is a starting point and can help to bring value to our community.

## **Lawn Care**

The board discussed people and volunteers to help keep the yard mown.

## **Approve Autopay of bills: RG&E, Niagara Mohawk, Frontier, Toshiba, and Tompkins.**

**Motion 07:** Dick Thomas motioned to approve autopay bills of RG&E, Niagara Mohawk, Frontier, Toshiba, and Tompkins. Christopher Harris seconded and the motion was unanimously approved.

**Motion 08:** Christopher Harris motioned that The Board President and Treasurer are the designated signers for all banking matters. Dick Thomas seconded and the motion was unanimously approved.

## **Approval of Signage for the Library Expansion.**

Approval of new signs was tabled until the next meeting.

## **Transition Timeline**

The Board discussed the transition plan for the move into the addition.

## **Executive Session**

**Motion 09:** Karen Yorks motioned for the board to enter executive session. Dallas Miller seconded and the motion was unanimously approved. The board entered executive session at 8:51pm.

**Motion 10:** Joanie Robinson motioned for the board to exit executive session. Karen Yorks seconded and the motion was unanimously approved. The board ended executive session at 9:56pm.

**Motion 11:** Dick Thomas motioned to approve the promissory note discussed during executive session. Karen Yorks seconded and the motion was unanimously approved.

### **Adjournment**

**Motion 12:** Dallas Miller motioned to adjourn the meeting. Joanie Robinson seconded, and the motion was unanimously approved. The meeting was adjourned at 9:57pm.

Respectfully submitted,

Dallas M. Miller

To be submitted at the next scheduled board meeting on June 25<sup>th</sup>, 2024.