

**Caledonia Library Association, Inc.**

**Board Meeting Minutes**

**Tuesday, August 27th, 2024, 6:00PM**

**Caledonia Library, Caledonia, NY**

**Attendance**

Present: Karen Yorks, Amy Kreckler, Joanie Robinson, Dick Thomas, Chris Harris, Gail Milner, Dallas Miller

Vicki Schneider attended via Zoom

Also in Attendance Library Director, Renate Goff

**Call to Order:**

Gail Milner called the meeting to order at 6:02 pm and the board performed the Pledge of Allegiance

**Approval of Minutes from July 30th, 2024**

Corrections to the July 30th minutes - Gail said that a simple spreadsheet would not suffice. Veronica was directed by the board to buy the time keeping books. Dick talked - spoke about the purchasing discussion from the minutes. We did not establish an amount that would require a motion. Gail created a new committee on personnel improvement made up of Dick Thomas, Joanie Robinson, Karen Yorks, Veronica Callan and Gail Milner. The rest of the meeting agenda was pushed to the next meeting and was adjourned at 10:08 pm.

**Motion 01:** Karen Yorks motioned to approve the corrected July 30th, 2024 regular meeting minutes. Joanie Robinson seconded, and the motion was unanimously approved.

- Dallas Miller and Christopher Harris abstained since they left the meeting early.

**Directors Report**

Renate Goff presented the directors report.

**Motion 02:** Dick Thomas motioned to accept the Directors Report. Amy Kreckler seconded, and the motion was unanimously approved.

**Treasurers Report**

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

Karen Yorks presented the treasurers report. The operating account is at \$69K, the building account is at \$11K and at this point all of the bills up to the present have been paid in regards to the construction.

Gail said that the loan from Rhett Clark is due and we will be making payments. Grants are being completed with NYS and we'll receive money from that so, we will make a couple of payments to Rhett before the grant money comes and we pay off the entire rest of the loan from him.

**Motion 03:** Christopher Harris motioned to approve the Cash Activity Reports, List of Bills Paid and Budget YTD and the treasurers report. Amy Krecker seconded and the motion was unanimously approved.

**Motion 04:** Christopher Harris motioned to approve the closing assurance and certification of program compliance for the four grants ([0386-20-8659](#), [0386-21-9168](#), [0386-22-9492](#) and [0386-23-0124](#)) we've applied for through the NYS Construction Aid program. Karen Yorks seconded and the motion was unanimously approved.

## **Old Business**

### **Trustee Handbook highlight**

Dick Thomas gave out handouts of an important topic that Renate helped with, "A director's biggest asset is a properly functioning board." - Steps for a properly functioning board. Dick spoke of the collective authority of the board to make decisions and not individuals. Joanie asked about more details and if for example, asking Candy for help with something and what is appropriate. Renate said that ideally, Candy is her employee and that directives should come through her but, anyone can help someone if they can.

Chris talked a bit about differences between committee functions versus when the library and the board put on the fall festival.

Amy Krecker had to leave early and wanted to mention that she and Joanne Jardine have almost 40 baskets for the Fall Festival and that the tickets will be \$1.

Amy Krecker left at 7:05 pm.

Gail Milner asked for a motion for the fundraising committee to be able to raise money for the library without board approval.

**Motion 05:** Veronica Callan motioned that the fundraising committee has approval to engage in fundraising activities for the library without prior board approval. Dick Thomas seconded and the motion was unanimously approved.

## **Surveillance and Access**

Policies need to be made for access with keys. Dick Thomas talked about access concerns now that construction has ended. Dick had a presentation including the Council of American Libraries and their discussion of privacy of patron records. He read the library records law and talking about us falling under OWWL's agreement. He pointed out that us as board members, are within the responsibility acquired when Gail as the board president signed the OWWL privacy agreement and that in particular, library employees may access patron records as part of their jobs but board members cannot.

He talked about access to the building that occurred during the construction and what possibilities can occur inadvertently without the director's knowledge. OWWL guidance via Ron Kirsop, emphasizes the importance of key access. There should not be access outside of normal hours without board consideration. We have had additional concerns with the insurance agency report from Mike Tutsie. he said he agrees with the recommendations from OWWL and access should be restricted. Recommends General Liability coverage of \$1 million.

Renate said we should make a new policy. Gail suggested that since the policy committee is meeting a week from Monday it should look at several of the outstanding policies then. Renate says she wants it researched and all the i's dotted and t's crossed. Joanie asked if OWWL has a policy and yes, Renate says they do have templates to help but need work to deal with individualities of particular situations. Gail and Dick decided to work on meeting room policy and harassment within their committee in the meeting two Mondays from now.

Renate brought the concern of key access up to note that Gail has a key to access the library now.

**Motion 06:** Veronica Callan motioned that in the interim time prior to a defined key policy, Gail has received a key for after hour use for grant duties and as an after-hours emergency contact and will let Renate know when she is accessing the building. Christopher Harris seconded. Gail abstained. The motion passed unanimously among the voting trustees, with Gail Milner abstaining.

### **Wishlist**

The wish list was postponed until the next meeting.

### **Lawncare**

Rex Milner has said he will continue to volunteer and mow for the rest of the summer but not beyond that. Renee is continuing to clean the library.

### **New Business**

Computer Purchase – Karen Yorks wants to postpone this discussion until the next meeting.

Book Drop – Quentin Clark is repairing the book drop.

Subject Request Form for Board Meeting Agenda – Renate presented a form for requesting an item to be added to the agenda. It is the template on how to present an item for consideration. It was Renee's idea.

**Motion 07:** Joanie Robinson motioned to accept the form as the template for adding items to the board meeting agendas. Dick Thomas seconded and the motion was unanimously approved.

Presentation on tracking employee's time - Veronica brought the timekeeping books and Renate gave an employee timekeeping presentation.

Renate talked about the FLSA, showed a video presentation of how employee time keeping is being done now and where the information is being stored. Veronica showed the binder that she bought and that its purpose is to hopefully be more concise record than what the process has been so far. Karen feels that the way Veronicas books style is in, is more in line with what the state wants. Veronica spoke about improvements come all the time.

Veronica says the books are strictly to keep time in/out. Vicki asked if we have records to show NYS hours someone worked and what time they came in and what time they left. Renate says that no, the state does require number of hours worked but not documentation of what time entry to work occurred and what time work was left.

Chris spoke of governance versus operation. If we want to make it a requirement of time in and time out it is up to the director to implement the changes.

Gail says the Board can make a decision on whatever materials are used.

The board decided to table everything else until the next meeting.

Motion 07: Dick Thomas motioned to adjourn the meeting. Joanie Robinson seconded and the motion was unanimously approved. The meeting was adjourned at 9:18 pm.

### **Adjournment**

Dallas M. Miller

To be submitted at the next scheduled board meeting on September 24th, 2024.