

**Caledonia Library Association, Inc.**

**Board Meeting Minutes**

**Tuesday, July 30th, 2024, 6:00PM**

**Caledonia Library, Caledonia, NY**

**Attendance**

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

Vicki Schneider attended via Zoom

Also in Attendance Library Director, Renate Goff

Community member and library employee Micki Fox

**Call to Order:**

Gail Milner called the meeting to order at 6:09 pm and the board performed the Pledge of Allegiance

**Approval of Minutes**

Corrections to the July 30th 2024 regular meeting minutes: Veronica bought and brought time sheet/Record Keeping and Guest Books. The EAP program also includes coverage for the board members who wish to participate and it will be paid by the library at \$11 per year.

**Motion 01:** Chris Harris motioned to approve the July 30th 2024 regular meeting minutes. Veronica Callan seconded, and the motion was unanimously approved.

**Discussion about purchasing**

Karen talked about how tight money is in our budget now. Purchases will need to be approved by Karen and Gail.

**Discussion of the time keeping books and the tightness of the budget**

Chris Harris said that the Director's job is to manage of the budget she was given.

Micki Fox said that none of the board members have worked at the library and don't understand what the actual work is that the employees do, in terms of the actual day to day jobs.

Dick Thomas said that we are not questioning Renate's record keeping, it is just an attempt to plan for a budget. Karen Yorks said the rest of this year will be rough in relation to money. Dick Thomas said now that we've been through the actual construction, during which time we pushed each other and stepped on each other's toes to get it done that now there are things that the board should be and should not be doing, same with the role of the director and that we are now redefining our roles beyond the construction.

Gail Milner spoke about how we are trying to get back to a working relationship between the director and the board.

Christopher Harris said that OWWL's budget kit is a valuable resource. He wants all the numbers if what we're doing is a budget. That having all that info, PTO available/ remaining to be able to see trends and to be able to come to decisions about it, yearly.

Dick Thomas asked if Renate could provide info from the records she keeps. Then the discussion was the nature of the record-keeping books Veronica brought in. As to, why they were brought in. If it was a directive of the board if there was no motion for it.

Questions on when this was April? Difference between discussions and motions. Vicki Schneider said that it was discussed in April, and that it is simple to have this that we should have these records on hand.

Renate in response to Vicki said that she has the records. Dick thinks, what we are saying is that what she is doing now is not adequate to the board. Renate says, the board has responsibility for the decisions and it has to a board decision to have changes made. That a motion to needs to be made.

Gail says there was a conversation that the board had, and that regardless of there being a motion, a decision was made. That a simple spreadsheet would suffice.

Dick spoke about the email sent out by Ron Kirsop in regards to roles of the board and communicating and making decisions involving the library.

Veronica said when this started with the books, she thought she was doing a good thing, and that yes there was not a motion.

**Motion 02:** Joanie Robinson made a motion to have Renate bring her time tracking method and the new book to the next meeting. Dick Thomas seconded. Veronica Callan was opposed. The rest of the board members present approved and the motion passed.

## **Community Comments**

**Micki Fox** Wanted to emphasize the importance of not disrupting the role of the director's decisions and choices in making the library function.

## **Reports**

### **Directors Report**

Renate Goff presented the director's report. Renate thanked the volunteers for the transition to the new library space. Gail said the volunteers she spoke to said how much they enjoyed helping do it. Gail thanked Micki and Candy for their work and their plan.

We need some method of sound absorption for the children's room.

Gail asked why we did not have a kid's summer reading program this year. Renate said it was because the planning was interrupted by our move and it would have fallen in the middle of June.

Gail said she would like more information included in the report to show how much PTO time employees have taken and have available still to use, YTD.

Gail also asked if we have a policy to allow a substitute to come in. Renate was unsure and said we would need to refer to the Employee Handbook.

### **Treasurers Report**

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

Joanie asked about which vendors we had outstanding bills to be paid. Karen said the main outstanding bills are: carpet we owe \$34,000, Credit Card \$1,200 and Mark Burnett \$7,000.

There was discussion concerning our line of credit, taking money out of investments or the operations budget. Dick and Karen both agreed that taking it out of our investments now would be a bad idea and Gail said that we do not want to take it out of our equity account.

Micki Fox left at 7:35.

Joanie asked about the tree donation plaques and Gail said they are coming and the people will be notified when they are here.

**Motion 03:** Dick Thomas motioned to take the \$43,000 out of the operating account to pay the outstanding vendor bills. Christopher Harris amended it to include that if the operating budget is short, we will make up the difference with money from the investments. Veronica Callan seconded and the motion was unanimously approved.

**Motion 04:** Christopher Harris motioned to approve the Cash Activity Reports, List of Bills Paid and Budget YTD. Amy Kreckler seconded and the motion was unanimously approved.

Christopher Harris was scheduled for surgery in the morning and asked that if we had additional items requiring immediate attention to move them up for discussion now. There was a brief discussion of items Renate would like as a wish list for the library including lighting changes and sound absorbing panels.

Renate Goff left at 7:54

## **Executive Session**

**Motion 05:** Dick Thomas motioned to enter executive session. Karen Yorks seconded and the motion was unanimously approved. The board entered executive session at 8:00 pm.

## **Dallas Miller left at 9:00**

## **New Business**

E. Executive Session- Personnel

A. Trustee handbook highlight (Dick)

B. Surveillance and Access- Some questions arose regarding surveillance and library access outside of library hours. There was a suggestion to bring this to the board for discussion. In addition, there was communication with the system regarding this topic. See forwarded e-mail.

C. Wish List: Sound absorption panels, blinds, better lighting, mobile bulletin boards, hand rail for steps between front rooms, signage to direct people to book sections and to correct back entrance, Nook Pad, bathroom fan.

D. Lawn care (Joan): who should mow, weed, shovel snow, etc.

## **Committee Reports**

**Maintenance –**

## **New Business**

## **Adjournment**

Dallas M. Miller

To be submitted at the next scheduled board meeting on August 27th, 2024.