

Caledonia Library Association, Inc.

Board Meeting Minutes

Tuesday, September 24th, 2024, 6:00PM

Caledonia Library, Caledonia, NY

Caledonia Board Members Present:

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

No Community Members were present.

Call to Order:

Gail Milner called the meeting to order at 6:07 pm

Approval of the Minutes from August 27th, 2024

In motion 06, Gail Milner did not abstain, she does not vote unless there is a tie. Under "Surveillance and Access" Mike Tucci's name was spelled incorrectly.

Motion 01: Joanie Robinson motioned to approve the corrected August 27th, 2024 regular meeting minutes. Christopher Harris seconded, and the motion was approved. Vickie Schneider and Amy Kreckler abstained.

Directors Report

Renate Goff presented the directors report. There was a problem with water leaking into the new basement and Renate had come in over the weekend to clean it up. Charlie Robinson fixed the problem. Junior honor society and college student volunteer.

Discussion about keys. The outside keyed doors are all keyed the same. Several of the interior doors are uniquely keyed.

Motion 02: Karen Yorks motioned to approve the Directors Report. Dick Thomas seconded, and the motion was unanimously approved.

Karen, Treasurers

op 73k

blg almost 12k

1st payment on loan.

we got the 15k from the school deposited for this month.

Vickie - income, other charges, - Karen said she would email everyone, Renate said she would look and thinks it was books (?) \$105.2 was lost books that people paid fines for.

staff dev and training budgeted for 1000, and it hasn't been used.

Renate said so far, she and Candy have had training this year, but it has all been covered outside of that \$1000

Gail spoke about the grant "that it is in the queue to... Susanne."

Dick Thomas motions to have Karen call labella about the bill Vickie2nd. bill for geophysical \$4500.

Labella sent pictures

report from; Karen, Dallas motioned, then Vickie

new

pc - Karen would rather have the OPAC pc replaced first then have the one she uses for accounting here next year. \

The current laptop support is ending.

Tech soup is a nonprofit

Joanie motioned to get both laptops Vickie ~1500 and via tech soup. all in favor.

I so move in my persona fam asked to assist with the move of the quick books in to the cloud. Chris motioned and Vickie seconded.

All in favor

Dick Thomas had a question - IT from OWWL Karen talked to her people at work. We discussed a pc and laptop OR, for the meeting room. WE decided on purchasing a tv instead of buying a pc. Dick Thomas and the guy, Ricki that said he would donate it.

about the meeting room and comms. Dick Thomas

Time Keeping !

- Books were bought. Renate did not want to use them.

Chris says the code of ethics says we would be interfering in management. Gail says we can give the director tools to use.

Renate says it is the way in which she is being asked. That in order for a directive, there has to be uniformity in the process of it being explained to all, discussed by all and the decision reached by the board.

Renate is concerned that at times, decisions made at the meeting are made without proper advance notice in having adequate foreknowledge and forewarning to consider prior to the meeting.

Gail said that in the prior year, the decision about the timekeeping was made during the evaluations process.

Veronica feels that she doesn't want to be here. because of how it reminds her of the previous board.

Dick Thomas said that because of the changes to federal/ state and how she needs to record time, that has brought up an issue in communication within the board.

Joanie asked if Renate tried the planner book. She said she did and it did not work. She has then created a new excel sheet as a template. Vickie asked whether the record keeping new book, was just used for an in/out time record like a time clock.

Gail spoke about the issue being liability, in particular the flex time and where it occurs and what is done. Gails

Karen wants the time in and out on candy and Micky.

and is wanting, accountability in someone signing off on the time.

Dick Thomas questions about roles.

Veronica says to use Renate's excel sheet, Vickie seconded with the library hours on the sheet now removed. and that the sheet will be used by all employees to fill in time in and time out by all employees.

All in favor. Chris was opposed. Chris believes the boards directive should be tool agnostic and does not want to require a specific tool.

Gail had a question that does not seem to be in the handbook or is and the question was, if someone votes ????

CODE OF ETHICS

Karen had a question whether there is an employee code of ethics,

Renate said that the employees do sign an acknowledgement when being hired.

everyone - except amy - signed the code of ethics

.Gail spoke about uniform messaging. and supporting each other in coming together to make a decision for the library and getting behind it. Joanie said you can't control the naysayers .

Amy left at 9:18pm.

C. Dick talked about the - Public library trustee handbook. - page 112-113

Joanie talked about how people do talk and love the new library.

Staff Board Identification - Dick talked about how we should have had name tags at the fall festival.

Gail spoke about embroidered shirts. Gail said Amy said the backs should say "ask about our golden leaf program".

D - Fundraising - Dick has communicated with Ron about how to be clear about money handling at the library. Calendar as an example, it is not an issue if a board member stays at the library and sells them but for staff, if there are rules or guidance about staff taking money.

Gail spoke with the village office and they, can take a calendar to show they are for sale with paper on how to buy one but will not take money.

Gail spoke about having a designated spot for book donations and calendar sales at the library. more so for information about donations and an ability to donate at the library.

XXX - Gail asked if we could give community relations the authority to make public relations decisions without explicit board approval. Renate said we should pay particular attention to the wording.

ALL of this was in response to the explicit approval for the fundraising

RENATE LEFT at 08:20

E. Karen fundraising - startup money - Veronica motioned to put the startup back in operations Karen seconded.

Chris motioned that when the fundraising committee needs money it will come out of operations Joanie seconded.

F - safety for seniors - we are not sure about what the presentation is exactly. There was discussion about FEMA and libraries and that we need more information about Renates info she got .

G - MEETING ROOM - COMMUNITY ROOM - since the library has reopened, we have had two requests to use the meeting room and were denied. 1 of which was the chamber of commerce. The other was around the second week of September - Mark Riggi. He requested to use the room last 17th on a call and was denied. He is reasonably upset. He has always a great neighbor and friend to the library. WE should have had the policy in place, yes. It should have been handled differently.

Gail - we have lacked in the making of motions in order to solidify issues. That when issues occur, what had been the case is that Gail would liaison between the board and Renate. As a result of the last few meetings, we have been stuck with a lack of communication with communication now only happening at the meeting. Dick spoke about the board, that if we can

fix the relationship between Renate and Gail. He pointed out that Veronica has said the meetings now, remind her of the way meetings previous board. Dick spoke about how with people stressed. at length.

Chris motioned to accept the meeting policy form as written. the policy committee will need to see the reservation request form by Friday. Dick seconded. all in

Adjourned at Vickie I seconded

9:40