

Caledonia Library Association, Inc.

Board Meeting Minutes

Tuesday January 28th, 2025

Caledonia Library, Caledonia NY 14423

Meeting called to order 6:12

In Attendance: Gail Milner, Vicki Schneider, Veronica Callan, Chris Harris, Karen Yorks, Candy Rogers as Interim Director:

Absent: Amy Kreckler, Dallas Miller

Attendance via Zoom: Joan Robinson

Community Members: Dan Pangrazio

Review minutes of Tuesday December 17th. Motion made to accept the minutes as presented with corrections by Karen, seconded by Vickie. All in favor.

Dan Pangrazio, Caledonia Town Supervisor, was in attendance as a Community Member. Brought to the Board the proposal to have a Town Board member attend board meeting on quarterly basis. The goal being to establish a liaison between the two boards to increase knowledge and communication. No decisions made at this time, Board will discuss.

Chris shared with the Board the job description for a new Library Director. He will move forward in posting this at local colleges with Library degree programs, the OWWL system, Library statewide lists, Rochester regional lists, and the Pennysaver. An email will be set up to receive the resumes. Motion made to accept the job posting for Library Director as written, second by Karen. All in favor.

Dallas Miller emailed the Board members at 5:55 January 28th with his resignation from the Board. Chris makes a motion to accept Dallas's resignation. Vickie second. All in favor.

Candy presented her report as Interim Director. Motion made to acknowledge receipt of report by Vickie, second by Veronica. All in favor.

Karen presented Financial Report for November. Motion made by Chris to accept the Financial Report for November as presented, second by Vickie, all in favor.

Karen presented Financial Reports for December. Money for monthly re-payment of loan to Rhett Clark will be taken out of the Building Fund and deposited into Operating. Motion made by Vickie to accept these reports, second by Chris, all in favor.

FFRPL Trummonds Fund Grant Acceptance Letter for the Caledonia Library Association.

Chris makes a motion to accept the Grant Report as presented, second by Vickie. All in favor. The FFRPL Trummonds Fund Grant Acceptance Letter is approved by the Board.

Candy would like us to know that she has set up a file for each Board Member, in the circulation area. This will be used for communication between meetings and between members. Check this area in the future.

Valentine Tea coming up second Monday in February. "Tea Among the Books"

New bulletin board as Community Board put up in the entrance way, made by Mark Miller.

Backdoor changed into glass cupboard, to display historic items and findings during the reconstruction. Time and construction donated by Mark Miller, lighting donated by Mike Murphy. Wonderful addition along with increasing safety by eliminating that entrance to the library.

Mark Miller has purchased and installed a flat wall heater in the back vestibule. This will hopefully eliminate the condensation in the back glass wall and door.

Mark has also made and installed dedication signs for the children's room (Mrs. Lisa Clark's children room), Community room (Meyer's family – Mark Meyer), and the lounge area (Mrs. Wilcox). Joan will send notes to all the donors along with a picture of the plaques. There are videos on U-tube showing Mark working on making the gold leaf program. We owe Mark a huge THANK YOU for all the work he has done.

We now have a small dorm frig in the Community Room. This was donated by an anonymous donor. Micki and Candy placed it in the area, and cleaned it thoroughly.

Candy brought to the board's attention that we need to renew the Caledonia Library web site domain. This needs to be done before February 20th. Chris and Karen will look into this.

Gail has completed the submission of 2 of the 4 grant paperwork packets. She will be working on the last 2 with submission procedure through computer.

We have an open cleaning position. This is \$45.00 per week, 2 hours of work per week on average. We can go up to \$50.00 per week. Motion made by Chris for Gail to move forward in talking to interested parties on filling this cleaning position. Second by Joan.

Ron from OWWL has sent a template of the Employee Handbook. Chris will be working modifying the Employee Handbook to apply specifically to Caledonia Library.

Chris makes a motion to go into Executive Session to discuss staff, second by Vickie at 8:06.

Karen makes a motion to exit Executive Session, Chris second. All in favor.

Motion made by Chris to increase Candy's wages to \$20.00/hour as the Interim Director, this will be retroactive to January 4th 2025, and continuing until a new Director is hired. Second by Vickie. All approved.

Meeting adjourned @ 8:20.