

**Caledonia Library Association
Board of Trustee Meeting Minutes
Tuesday, August 26, 2025 6:00 pm**

The meeting was called to order at 6:03 p.m. with the following members present: C.Harris, A.Krecker, K.Keller, B.Sturm, F. Webb, B. Amann ,V. Callan arrived at 6:06 pm

Public Comment:

None

Adoption of Agenda:

Motion to adopt the August Board Meeting agenda was made by Brianna Amann, seconded by Katie Keller. The motion passed unanimously.

Approval of Minutes:

Fred Webb moved to approve the July Board Meeting minutes, as amended. Seconded by Katie Keller. The motion passed unanimously.

Treasurer's Report:

The Treasurer provided a report on the association's finances. The following items were noted:

- Fred is currently working to gain access to Quickbooks Online.
- Fred, as our new treasurer, has reconciled the bank statements and as of our meeting is currently using the building fund to make payments.
- Outstanding checks totaling \$278.66 have been written and approved.
 - The checks and statements were reviewed by Katie Keller, Brianna Amann and Barb Sturm
- Deposits from Upstate Bottle Return \$556.70
- Deposit of circulation cash of \$136.38

Financial Reports:

Chris Harris waived Financial Reports as Fred is currently working on gaining access to Quickbooks Online.

Directors Report:

- Tai Chi was a great program
- Summer rec brought in great business into the library
- New books are coming!!

Committee Reports:

Budget and Finance: Will look into budget for 2026 and 2027

Personnel: did not meet

Building and grounds: Reviewed costs for lighting

Policy: did not meet

Strategic planning: did not meet

Fundraising: October 4 is the date for the Mum Sale. Advertisements will be showing up soon.

Old Business

Committee Assignments

- Fred joins the Budget and Finance Committee
- Fred steps down from Strategic Planning
- Chris Harris joins the Personnel

Motioned to approve Committee Assignments by Fred Webb, second by Amy Kreckler. Passed unanimously.

Employee Handbooks

Motioned to approve Employee Handbook by Brianna Amann, seconded by Fred Webb. Passed unanimously.

Rotary Club Grant

The TV has been installed and is working well. Gate information is pending. If funds remain, the board would like to purchase tables and chairs. No motion required.

Swank Video Licensing

The board examined options to buy Licensing via Swank. This would allow for the library to host events including but not limited to; Classic Movie Nights, Teen Movie Nights, etc. The board was presented with the options from the director Emily Meade.

- Current Contract Year (Now to March 31, 2026)
 - Movie License Costs \$225
 - (Additional not required) Streaming Services \$231
 - Total \$456
- Next Contract Year (April 1, 2026 to March 31, 2027)
 - Movie License Costs \$388
 - (Additional not required) Streaming Services \$400
 - Total \$788

Motioned to approve **Current Contract Year Movie License Cost \$225** by Brianna Amann, seconded by Amy Krecker. Passed Unanimously.

New Business

Receipt Printers.

Motion to approve Receipt Printers and rolls made by Barb Sturm, seconded by Fred Webb. Passed unanimously.

Employee Classification for Cleaner

Due to delays in payment, the cleaner will be transitioned from contractor to employee status and added to payroll services.

Motion to classify the cleaner as an employee at \$225 per month, with benefits as per the Employee Handbook, made by Chris Harris, seconded by Fred Webb. Passed unanimously.

Motion to hire Joanne Jardine at the established rate of \$225 per month made by Brianna Amann, seconded by Fred Webb. Passed unanimously.

Volunteer Policy & Handbook

A Volunteer Handbook is in development. Volunteers are welcome but cannot replace staff per New York State Labor Laws. Example of acceptable tasks; dusting bookshelves, “adopt” a flower bed. No motion required.

Adjust Meeting Dates for Holidays

- November 18th
- December 16th at 6 pm

Motion by Barb Sturm, seconded by Amy Kreckler. Passed unanimously.

Trustee Education Requirements

Trustees present at the July board meeting received 1.5 hours of training from Ron K. from OWWL. An additional 30 minutes is still needed. Documentation of completion is required.

414 Referendum Follow-up:

Motion to table the discussion until the next meeting made by Fred Webb. Seconded by Katie Keller.

Adjournment:

Fred Webb motion to adjourn at 7:30pm and second Katie Keller.

Reminders:

Next Board Meeting: September 30, 2025 @ 6:00 PM

Budget & Finance Committee: Sept 17 @ 5:30 PM

Personnel Committee: pending Vicki's return

Buildings & Grounds Committee: Sept 24 @ 6:00 PM

Policy Committee: Sept 8 @ 5:00 pm via zoom

Fundraising Committee: Sept 10 @ 5:30 pm

Upcoming Library Programs:

Sept 5 – VA Save @ 10:30 AM

Sept 13 – Clues & Kin Scavenger Hunt @ 10:30 AM

Sept 27 – Houseplant Swap @ 10:15 AM

Oct 4 - Mum Sale @10 am - 2 pm