

**Caledonia Library Association
Board of Trustee Meeting Minutes
Tuesday, September 29th , 2025 6:00 pm**

The meeting was called to order at 6:01 p.m. with the following members present: A.Krecker, K.Keller, B.Sturm, F. Webb, B. Amann , V.Schneider.

Public Comment:

None

Adoption of Agenda:

Motion to adopt the September Board Meeting agenda was made by V. Schneider, seconded by F.Webb Motion passed unanimously.

Approval of Minutes:

Motion to approve the August Board Meeting minutes pending edits made by F.Webb, seconded by B.Sturm. Motion passed unanimously.

Treasurer's Report:

- Fred has access to quickbooks and is working to create a system
- At the moment, we are projecting to have to use our withdraw monies from Investments to fulfill a projected gap in the budget.
- We will need to adjust the budget for 2026 to reflect the increases in utilities and increased staffing.
- Petty Cash

Financial Reports:

Claims Auditing:

K.Keller and B.Sturm reviewed and audited the claims

Motion to approve bills in the amount of \$14,386.88 made by K.Kaller seconded by F.Webb. Motion passed unanimously.

Motion to adopt the Treasurer's Report made by K.Keller, seconded by A.Krecker. Motion passed unanimously.

Directors Report:

- Many great events are coming to our library, be sure to check them out!
- E.Meade participated in OCS's Introduction to Governmental Accounting
- 23 Items added to the library's collection in August

Motion to acknowledge the Director's Report made by F. Webb, seconded by B.Amann. Motion passed unanimously.

Committee Reports:

Budget and Finance:

- Discussed the option of adding a booking service.

Motion made by F. Webb to have Stacey Turner Bookkeeping T³ S² LLC review QuickBooks configuration and provide an estimate of the length of time to complete analyze our current accounting system. Seconded K.Keller. Motion passed unanimously.

Personnel: Did not meet

Building and Grounds:

- Replacing Lights in the Non Fiction Room
- The committee recommends we move forward with the quote from Mark Miller for the gate (Donated by the Rotary Club).

Policy:

- Reviewed policies to be presented to the board

Strategic Planning: Did not meet

Fundraising:

- Mum Sale on Saturday
- Book Sale ongoing
- Generous donations from GCV&M, Stokoe Farms, and Train Museum

Motion to acknowledge the committee reports by V.Schneider, second by B.Amann. Motion passed unanimously.

Old Business

Committee Assignments

Motion to appoint B. Sturm to the Strategic Planning Committee, made by B.Amann, second by K.Keller. Motion passed unanimously.

Rotary Club Grant: Approve Security Gate. Tables, charis

Motioned to approve purchase and installation of the gate by Mark Miller, made by B.Amann, seconded by F.Webb. Motion passed unanimously.

- The board would like to express their appreciation for the Rotary Club's Donation
- This gate allows the option to add the community room as a space for community events in the future.

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Motion to approve the purchase of 4 tables from Workplace Interior for a total cost of \$1859.20 + delivery fee. The Rotary Club's grant will cover the majority of the payment, the library will pull from the building fund to pay for the difference. Motion by F.Webb, second by V.Schneider. Motion passed unanimously.

Adult Non-Fiction Room Lighting

- Instead of purchasing new fixtures, the library will purchase LED bulbs and reassess need later for new lighting futures in the Adult Non-Fiction Room.

No motion necessary.

New Business

Minimum Standards Compliance Commitment

E.Meade will update the website with approved policies.

No motion necessary.

Policy Renewal

Computer Use Policy

Motioned to approve by K.Keller, seconded by F.Webb. Motion passed unanimously. Scheduled for review in 2026.

Collection Development Policy

Motioned to approve by F.Webb, seconded by K.Keller. Motion passed unanimously. Scheduled for review in 2026.

A.Krecker departed at 7:30

Confidentiality of Record Policy

Motioned to approve by K.Keller, seconded by F.Webb. Motion passed unanimously. Scheduled for review in 2026.

Conflict of Interest

Motioned to approve by B.Sturm, seconded by F.Webb. Motion passed unanimously. Scheduled for review in 2026.

Disaster Policy

Motioned to approve by B.Sturm, pending updates for emergency contacts, seconded by F.Webb. Motion passed unanimously. Scheduled for review in 2026.

Open Meetings Policy

Motioned to approve by B.Amann, seconded by F.Webb. Motion passed unanimously. Scheduled for review in 2026.

Whistleblower Policy

Motioned to approve by B.Sturm, seconded by F.Webb. Motion passed unanimously. Scheduled for review in 2026.

New Policies

Financial Controls Manual

Motioned to approve by K.Keller, seconded by F.Webb. Motion passed unanimously.

Disposal and Sale of Surplus Property

Motioned to approve by B.Amann, seconded by K.Keller. Motion passed unanimously.

Budget and Finance

Motioned to approve by K.Keller, seconded by F.Webb. Motion passed unanimously.

Investments

Motioned to approve by K.Keller, seconded by F.Webb. Motion passed unanimously.

Fundraising

Motioned to approve by K.Keller seconded by F.Webb. Motion passed unanimously.

Gifts and Donations

Motioned to approve by B.Sturm, seconded by F.Webb. Motion passed unanimously.

Procurement

Motioned to approve by B.Amann, seconded by K.Keller. Motion passed unanimously.

Rescind Previous Financial Controls Policy

Motioned to approve by V.Schneider, seconded by B.Amann. Motion passed unanimously.

Financial Oversight and Audit Cycle Policy

Motioned to approve by B.Sturm, seconded by F.Webb. Motion passed unanimously.

Maternity Leave & Accounts Clerk Job Description

- A discussion of a contract was made regarding Candy Rogers' role as Interim Director during Emily Meade's absence.
- Pending a job agreement for Candy during Emily Absence.
- Emily will reach out to OWL

Motion to approve Accounts Clerk Job description pending edits and a six month probationary period, made by K.Keller, seconded F.Webb. The motion passed unanimously.

Upcoming Holiday Closures

- Closed Tuesday October 14th as Saturday 11th is the Clues and Kin: A Scavenger Hunt
- Closed Tuesday November 11th (Veteran's Day)
- Closed for Thanksgiving Recess Wednesday November 26th to Saturday November 29th. The Library will be open on Tuesday December 2nd.
- Closed for Holiday Recess : Monday December 22nd to Monday January 5th 2026
 - Reopen on the January 6th 2026

Motion by K.Keller, seconded by F.Webb. Motion passed unanimously.

Employee Assistance Program Renewal

- 5 staff member \$67.20
 - Pending approval of new hire
- 5 board members \$
- Total cost @202

Motion by B.Amann , seconded by F.Webb. Motion passed unanimously.

Raise for Clerk

- In recognition of her at least ten years of service, the board approved a raise for Micki to \$17.50 per hour.

Motion by F.Webb, seconded by K.Keller. Motion passed unanimously.

Adjournment:

K.Keller made a motion to adjourn meeting at 8:21pm and second V.Schneider. Motion passed unanimously.

Reminders:

Next Board Meeting: Tuesday October 28th @ 6:00 pm

Budget & Finance Committee: Wednesday October 15th @5:30 pm

Personnel Committee:

Buildings & Grounds Committee: Thursday October 23rd @ 6:00 pm

Policy Committee: Thursday October 23rd @ 5:00 pm

Strategic Planning Committee:

Fundraising Committee:

Upcoming Library Programs:

Oct 1 - 19th Century Games with GCV&M @ 3:00 pm

Oct 4 - Mum Sale @10:00am - 2:00 pm

Oct 4 - Special Story Time @11:30am

Oct 7- Tom Wahl's Fundraiser 4:30 - 8:30 pm

Oct 11 - Clues and Kin: A Scavenger Hunt Through the Records 10:30am

Changes in Board Meetings:

- November 18th at 6 pm
- December 16th at 6 pm