

**Caledonia Library Association
Board of Trustees Meeting Minutes
Tuesday, October 28, 2025 – 6:00 p.m.**

Call to Order:

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

Others Present: Candy Rogers and Micki Fox

Public Comment: None

Adoption of Agenda:

Chris Harris presented the October 28, 2025, Board Meeting Agenda.

Two additions were made under *New Business*:

1. Livingston County Building Improvement Grant Discussion
2. Vicki Schneider's Questions (October 20, 2025)

Motion to adopt the agenda as amended made by V. Schneider, seconded by F. Webb. Motion passed unanimously.

Approval of Minutes:

Motion to approve the September 29, 2025, Board Meeting minutes (pending edits) made by V. Schneider, seconded by F. Webb. Motion passed unanimously.

Treasurer's Report:

The transition from QuickBooks Desktop to the web-based version has been time-consuming. The Finance Committee determined that professional assistance was necessary. As the library does not employ a professional bookkeeping service, the Budget and Finance Committee subscribed to the QuickBooks *Expert* option to assist with account reconciliation for accurate reporting.

- **Cost:** \$29.50/month until January 21, 2026, increasing to \$59.00/month thereafter.

- **Next Step:** Fred Webb will meet virtually with a QuickBooks expert on October 31, 2025, at 10:00 a.m.

Emily Meade, Director, has a photocopy of the most recent promissory note and confirmation from Rhett Clark that the note has been paid in full. There is no outstanding balance owed to Rhett Clark, Inc.

The library received \$15,000 from the Cal-Mum School District. The Budget and Finance Committee believes no withdrawal from investments will be necessary to cover the previously anticipated budget gap.

Financial Reports – Fred Webb

a) Cash Activity Report:

- Operating Checking Account: \$52,015.19
- Building Fund Checking Account: \$7,080.34

A discussion was held regarding donations and the Gold Leaf Program. The Board emphasized the importance of donor recognition and requested that the Strategic Planning Committee ensure proper acknowledgment procedures are followed.

- \$116.62 received from the Tom Wahl's Fundraiser.
- The Board requested that all future cash deposits be accurately labeled.

b) YTD Report:

No Year-to-Date Report was presented as the QuickBooks transition is ongoing.

c) Warrants (Claims):

B. Sturm and V. Callan reviewed and approved the warrants for two invoices.

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

Director's Report – Emily Meade

The Board extends well wishes to the Meade family during this transition. Director Emily Meade will be on short-term disability for six weeks.

Emily Meade has interviewed candidates for the Library Accounts Clerk position. As Emily is currently out, no hiring decision has been made.

OWWL advised that closing for two full weeks during the holiday recess would place the library out of compliance with minimum standards. The library will therefore be closed only on:

- Thanksgiving Day and the following day
- December 24 and 25
- New Year's Eve and New Year's Day

Invenergy requested to use the community room on Monday, November 3rd. As the library is closed on Mondays, Candy Rogers will follow up regarding this request.

Fundraising Recap:

- Total Revenue: \$698 (including \$408 from the Mum Sale)
- Total Expenses: \$460
- Net Profit: \$238
There was discussion regarding whether signage costs should be categorized as fundraising expenses or advertising; no decision was reached.

The Board expressed appreciation for Emily Meade's report, provided under extenuating circumstances. *Report acknowledged; no motion necessary.*

Committee Reports

a) Budget and Finance:

Fred and Brianna met with Emily, who presented a draft budget. The Committee enrolled in the QuickBooks Expert service.

b) Personnel:

Katie and Vicki met with Emily to discuss proposed staff raises for 2026.

The Board clarified that the Personnel Committee will develop and propose staff raise recommendations to the Budget and Finance Committee for review, ensuring that both fiscal stability and fair compensation are maintained.

Director salary discussions will occur during the annual evaluation process and be handled in executive session.

The Board agreed that budget and compensation discussions should take place earlier in the fiscal year so the budget can be finalized by December.

c) Building and Grounds:

Barb discussed cost-effective lighting options for the Non-Fiction Room.

d) Policy:

Did not meet.

e) Strategic Planning:

Did not meet.

f) Fundraising:

The Tom Wahl's fundraiser was successful; the Board discussed repeating it.

The Board reminds the community of the **ongoing Bottle Drive** at the Redemption Center — donors can designate proceeds to support the Caledonia Library.

The Mum Sale concluded in early October.

The Board thanks all volunteers and community partners for their contributions, including:

- Village of Caledonia Staff
- St. Andrew's Church
- Genesee Country Village & Museum
- Rochester & Genesee Valley Railroad Museum
- Stokoe Farms

Committee reports acknowledged; no motion necessary.

Old Business

Minimum Standards Compliance Commitment:

Motion by V. Schneider that the Caledonia Library Association Board of Trustees affirms full compliance with the New York State Minimum Standards for Public and Association Libraries (Commissioner's Regulation §90.2), and directs Emily Meade to email the Executive Director of the OWWL Library System a link to these minutes within two weeks of posting on the library's

website, per the NYS Open Meetings Law.
Seconded by K. Keller. Motion passed unanimously.

Amy Kreckler departed 7:30pm.

Appointment of Interim Director:

Motion by K. Keller to appoint Candy Rogers as Interim Director, retroactive to October 24 through December 6, 2025, at a stipend of \$140 per week.
Seconded by F. Webb. Motion passed unanimously.

New Business

Livingston County Capital Improvement Grant:

Chris Harris shared that Caledonia Library will receive \$13,500 from Livingston County and may be eligible for an additional grant of up to \$5,000.
Chris will apply for the Livingston County Improvement Grant to support lighting upgrades in the Adult Non-Fiction Room.

Motion by B. Sturm for Chris Harris to apply for the Livingston County Improvement Grant, seconded by F. Webb. Motion passed unanimously.

Clarification Questions from V. Schneider (Email dated October 20, 2025):

Topic 1: Library Budget

- The library maintains an annual budget.
- Previous budgets relied heavily on fundraising revenue.
- The QuickBooks transition has been more complex than anticipated.
- The promissory note has been paid in full; Emily Meade has documentation confirming no outstanding debt to Rhett Clark, Inc.
- The library continues to use the same accounting firm in Geneseo as in previous years.

Topic 2: Library Accounts Clerk Position -

Vicki inquired whether a motion had been made and approved to change Micki Fox's position title. No decision was made on this matter.

As Chris Harris was unable to attend the previous meeting, a discussion was also initiated regarding the Library Accounts Clerk position. No decision was reached on that topic either.

Katie Keller departed at 8:20pm.

Adjournment:

Motion to adjourn made by F. Webb, seconded by V. Schneider. Meeting adjourned at 8:28 p.m.
Motion passed unanimously.

Reminders:

Next Board Meeting: Tuesday, November 18, 2025, at 6:00 p.m.