

Caledonia Library Association
Board of Trustees Meeting Minutes
Wednesday, February 18, 2026 — 6:00 pm

Call to Order:

The meeting was called to order at 5:57 p.m. with the following members present: C. Harris, V. Callan, V. Schneider, K. Keller, B. Sturm, F. Webb, and B. Amann.

Others Present: Emily Meade

Public Comment: None

Adoption of Agenda:

Chris Harris presented the February 18th, 2026, Board Meeting Agenda.

Two additions were made under *New Business*:

1. Display of a 3' x 6' banner sponsored by the Livingston Council on the Arts for the 250th celebration.
2. Discussion of pursuing a 414 referendum

C. Harris adopted the agenda. Motion passed.

Approval of Minutes:

Motion to approve the January 21, 2026, Board Meeting minutes made by V. Callan, seconded by F. Webb. Motion passed unanimously.

Motion to approve the February 11, 2026 special Board Meeting minutes made by K.Keller, second F.Webb. Motion passed unanimously.

Treasurer's Report

a. Cash Activity Report:

Fred Webb reported that all bank accounts have been reconciled through the Treasury Management System.

- Total outstanding checks: **\$4,685.35**
- Total February deposits: **\$3,017.54**

All deposits have been posted and match bank records.

Account balances as of February 15, 2026 (not including outstanding checks and automatic payments):

- Operating Checking Account: **\$36,624.15**
- Building Checking Account: **\$7,080.34**

b. YTD Report

- Reviewed and discussed.

c. Warrants (Claims)

- The warrants claims process was completed by K.Keller.

Motion to approve the Cash Activity and YTD Report by V.Schneider, seconded by V.Callan. Motion passes unanimously.

Motion to approve warrants report made by K.Keller, seconded by F.Webb. Motion passed.

Director's Report – Emily Meade

- Wednesday matinee series transitioning to screwball comedies.
- Literacy Rochester will provide monthly literacy basics programming.
- A Tech Tutor will offer one-on-one technology assistance.

- Empire Passes renewed for another year.
- Additional mobile hotspots ordered (two new units).
- New tables purchased through Rotary Grant funds are expected to be delivered soon.
- State Aid for Library Materials (SAM) state and federal grants have been renewed; Chris Harris has been added as a contact.
- Chris Harris and Emily Meade, along with Ron Kirsop and Piety Exley from the OWWL Library System, met with Dan Pangrazio and Todd Bickford from the Town to discuss pursuing a 414 Referendum for the November 2026 election

C. Harris acknowledged the Director's Report

Committee Reports

a) Budget and Finance:

- Met to finalize the proposed 2026 budget

b) Personnel:

No report.

c) Building and Grounds:

No report.

d) Policy:

Did not meet.

e) Strategic Planning:

Did not meet.

f) Fundraising:

Did not meet.

Committee reports acknowledged; no motion necessary.

New Business

2026 Board of Trustee Meeting Dates

Meetings will be held on the third Wednesday of each month.

Motion to approve the 2026 meeting schedule made by F. Webb, seconded by V. Callan. Motion passed unanimously.

Adoption of 2026 Budget

- \$9,000 of grants from unknown sources in 2025 budget eliminated for 2026.
- Proposal to eliminate late, lost, and damaged materials fees in 2026.
- The Board does not wish to build the budget in reliance on donations or grants.
- Funds will be transferred from the investment account to balance the operating budget as needed.

Motion to approve the 2026 budget as amended and presented made by K. Keller, seconded by F. Webb. Motion passed unanimously.

2026 Utility Claims Payment Approval

Pre-approval granted for the following recurring utility payments:

- Monthly: Frontier (phone), RG&E (gas), National Grid (electric)
- Quarterly: Village of Caledonia (water)

Motion to approve pre-authorized utility payments made by F. Webb, seconded by V. Callan. Motion passed unanimously.

2026 Personnel Wage Increases

As recommended by the Personnel Committee, the following 3% wage increases were approved:

- Candy Rogers: \$20.00/hour → \$20.60/hour
- Micki Fox: \$17.50/hour → \$18.03/hour
- Joanne Jardine: \$225/month → \$231.75/month
- Emily Meade: \$45,000/year → \$46,350/year

Motion to accept the Personnel Change Report made by V. Callan, seconded by K. Keller. Motion passed unanimously.

Fine-Free Initiative

Emily Meade presented a resolution from the OWWL Library System regarding library fines and fees as a form of social inequity. She will draft a Fine-Free Policy for Board review.

No motion required.

Livingston Council on the Arts – 250th Celebration

Discussion regarding participation in the “Hands That Make Us” 250th celebration project. Each township will host a community-oriented contest featuring handprints or fingerprints displayed on a 3' x 6' banner. The Board discussed possible display locations.

414 Referendum

C. Harris and E. Meade met with Dan Pangrazio to discuss establishing a stable, voter-authorized municipal funding level for the Caledonia Library beginning with the 2027 tax year.

- Proposed funding amount: \$194,000 annually
- Estimated tax impact: approximately \$0.53 per \$1,000 of assessed value

This would replace the current \$80,000 and \$15,000 funding allocations from the school district and the town.

Motion made by F. Webb to formally pursue a 414 Referendum in the amount of \$194,000, seconded by V. Schneider. Motion passed unanimously.

Adjournment:

Motion to adjourn made by C.Harris, seconded by F. Webb. Meeting adjourned at 7:16 p.m. Motion passed unanimously.

Reminders:

Next Board Meeting: Wednesday March 18, 2026 @6:00 pm