

Caledonia Library Association
Board of Trustees Meeting Minutes
Wednesday, April 15, 2026 — 6:00 pm

Call to Order:

The meeting was called to order at 6:03 p.m. with the following members present: C. Harris, V. Callan, V. Schneider, F. Webb, and B. Amann.

Others Present: Emily Meade

Public Comment: None

Adoption of Agenda:

Chris Harris presented the April 15th, 2026, Board Meeting Agenda.

C. Harris adopted the agenda.

Approval of Minutes:

Motion to approve the March 18th, 2026, Board Meeting minutes made by F. Webb, seconded by A.Krecker. 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: none
- Total April deposit as of April 12, 2026: \$1,832.93

All deposits have been posted and match bank records.

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

- Operating Checking Account: **\$89,068.58**
- Building Checking Account: **\$7,080.34**

b. YTD Report

- Question regarding insurance and employee benefits update to the YTD report.
- Materials being purchased

c. Warrants (Claims)

- The warrants claims audit process was completed by V. Schneider and V. Callan.

Motion to approve the Cash Activity by F. Webb, second by V. Callan. Motion passed.

Motion to approve the YTD report by A. Kreckler, second by V. Callan. Motion passed.

Motion to approve warrants report made by V. Schneider, in the total of \$5,777.89, seconded by A. Kreckler. Motion passed.

Director's Report – Emily Meade

- Light fixtures have been added to the adult non-fiction room
- Budget projection scenarios for the next 3 years
- NYS annual report was due to OWWL by April 7th
- WIFI usage was up for the month of March

C. Harris acknowledged the Director's Report

Committee Reports

a) Budget and Finance:

No report.

b) Personnel:

No report.

c) Building and Grounds:

Discussed lawn care and grounds maintenance. Developed a list of services needed and questions to ask contractors. Trustees received quotes to be reviewed during new business.

d) Policy:

Discussed review to annual legal updates to employee handbook, and Fines, Fees, Charges and Refunds Policy

e) Strategic Planning:

Did not meet.

f) Fundraising:

Geranium scheduled for May 16th, 2026.

Meeting TBD

Committee reports acknowledged; no motion necessary.

Old Business

Updated format from 2026 Budget

V. Schneider made a motion to approve the 2025 budget format, second by B. Amann. Motion passed unanimously.

New Business

3 year-budget projections

The board discussed 3-year budget projections presented by E. Meade.

Annual Employee Handbook Legal Updates

A. Krecker makes a motion to approve the annual employee handbook legal updates as per the attached document. Seconded by V. Callan. Motion passed unanimously.

Fines and Fee Policy

F. Webb made a motion to adopt the Fines and Fees Policy as presented by E. Meade, second by V. Schneider. Motion passes unanimously.

Fee Schedule

V. Callan made a motion to approve the fines and fee schedule as presented by E. Meade, second by F. Webb, to be implemented June 2026. Motion passed unanimously.

Lawncare Quotes

F. Webb made a motion to approve the Lawncare Quote provided by Benson Lawn Care to provide weekly mowing, spring cleanup, fall cleanup, trim bushes/shrubs and mulch installation at the cost of \$3,161.00, seconded by V. Callan. Motion passes unanimously.

Copier Quotes

V. Callan makes a motion to approve the copier quote for a monthly payment of around \$150 per month by Toshiba second by F. Webb. Motion passes unanimously.

Trustee Elections

Annual meeting will be on Wednesday May 20th, 2026 at 6:00pm

Adjournment:

Motion to adjourn made by C. Harris, seconded by F. Webb. Meeting adjourned at 7:35 p.m.

Reminders:

Next Board Meeting

Annual Meeting Wednesday, May 20th, 2026 at 6:00pm

Board meeting to follow at 7:00pm

Upcoming Committee Meetings

Financial Oversight Committee - Wednesday May 13th, 2026 at 6:00 pm

Policy Committee - Wednesday May 13th, 2026 at 6:00 pm