



CALEDONIA LIBRARY ASSOCIATION  
 3108 Main Street • Caledonia, NY 14423 • 585.538.4512 • caledonialibrary.org

# Board Meeting Agenda

Tuesday July 29, 2025, 6:00pm

## Call to Order:

1.	Public Comment Period	Chris Harris		
2.	July 29, 2025 Agenda	Chris Harris	Action: Adopt	2507-01
3.	Minutes of the June 24, 2025 Board Meeting	Chris Harris	Action: Approve	2507-02

## Communication and Reports:

1.	Treasurer Report	Karen Yorks	Action: Acknowledge	2507-03
2.	Financial Reports a) YTD Report (actual vs. budget) b) Warrants (expenses by vendor) c) Building fund worksheet d) Form 990	Karen Yorks	Action: Approve Action: Approve Action: Approve Action: Approve	2507-04 A B C D
3.	Director's Report	Emily Meade	Action: Acknowledge	2507-05
4.	Committee Reports a) Budget and Finance: b) Personnel: needs to be rescheduled c) Building and Grounds d) Policy e) Strategic Planning f) Fundraising g) Ad hoc employee handbook		Action: Acknowledge	Below agenda

## Old Business:

1.	Appoint New Treasurer	Chris Harris	Action: Appoint	
2.	Employee Handbook	Chris Harris	Action: Discuss	2507-06

## New Business:

1.	Old Financial Policies 1. Compensation Policy 2. Credit Card for Construction Purposes 3. Joint Venture Policy	Chris Harris	Action: Eliminate	2507-07 A B C
2.	New Financial Policies 1. Banking Policy	Chris Harris	Action: Approve	2507-08 A

	2. Claims Auditing Policy 3. Credit Card Policy 4. Petty Cash Policy			B C D
3.	Sustainable Funding and budget votes	Ron Kirsop	Action: Discuss	

**Reminders:**

1.	Next Meeting	August 26, 2025 @ 6pm		
2.	New Trustee Orientation	8/6 @6pm		
3.	Budget and Finance Committee Meeting	8/19 @5pm		
4.	Personnel Committee Meeting	<b>Please schedule</b>		
5.	Buildings and Grounds Committee Meeting	<b>Please schedule</b>		
6.	Policy Committee Meeting	<b>Please schedule</b>		
7.	Strategic Planning Committee Meeting	8/19 @4pm		
8.	Fundraising Committee Meeting	8/26 @5pm		
9.	End of Summer Reading	8/2		

**Adjourn:**

**Committee Reports:**

- Budget and Finance committee: Karen walked us through this year's budget and helped us understand where expenses get categorized. Also made some assignments for other committees to determine how much money is needed for different areas (building and personnel, etc.)
- Personnel committee: needs to be rescheduled.
- Building and Grounds committee: talked through some building and grounds needs and brainstormed a list of various expenses that will need to be budgeted for going forward.
- Policy committee: worked through several financial policies (to be approved later in meeting)
- Strategic Planning committee: worked through an exercise looking at different stages of growth in libraries (from a mom & pop shop to a more complex library). Gained many ideas of where we are and where we want to grow towards.
- Fundraising committee: Set a fundraising goal that we believe will be more sustainable going forward (\$4,000/year). Discussed upcoming fundraisers including one at Tom Wahl's (aiming for October 7<sup>th</sup>) and a mum/book sale in conjunction with a pumpkin decorating program (aiming for October 18<sup>th</sup>). Also discussed a variety of ideas for something to do during Hometown Holidays.
- Ad hoc Employee Handbook committee: finalized employee handbook. Ready to present it to the board for approval at next month's meeting.