

**Caledonia Library Association  
Meeting of the Board of Trustees  
Tuesday, July 29, 2025  
6:00 p.m.**

**MINUTES**

**Call to Order:** The meeting was called to order at 6:00 p.m.

**Present:** Chris Harris, Amy Kreckler, Veronica Callan, Katie Keller, Barbara Sturm, Brianna Amann, Karen Yorks, and Fred Webb

**Absent:** Emily Meade, Vickie Schneider

**Public Comment:** The Board welcomed guests from the Rotary Club Vicky Vorhaver, and Chris Wood, OWWL, and past board members to celebrate the completion of the Rotary grant.

Charlie Robinson, Project Manager for the private business program, was recognized for his leadership. The Board was informed that the final grant payments have been made, and the project is now complete.

**Remarks**

- The building is fully paid for and debt-free.
- The successful completion of this project demonstrates strong community support.
- The Board will now focus on seeking new funding sources to support future initiatives.

**Approval of Agenda:** Brianna Amann moved to approve the agenda. Katie Keller seconded. The motion passed unanimously.

**Approval of Minutes:** Brianna Amann moved to approve June 24 minutes. Karen Yorks seconded. The motion passed unanimously.

**Treasurer's Report:**

**Building Fund & Operating Fund**

- Funds previously taken from the Operating Fund for the building project have been replaced.
- Current balances:
  - **Building Fund:** Approximately \$7,000
  - **Operating Fund:** Approximately \$72,000
- Discussion on restrictions:
  - Board members noted that in school district budgets, “building funds” are often legally restricted to construction-related expenses. Question was raised whether this fund is similarly restricted.
  - Treasurer clarified that the remaining Building Fund balance is intended for **furnishings**, as donor funds (specifically from Phillips) were given for that purpose.
- Board acknowledged prior discussions expressing hope that funds would be available for new furnishings upon project completion.
- Chris Harris moved to approve the Treasurer's Report for July, Fred Webb seconded. The motion passed unanimously.

**Review of bills to be paid:**

**Director's Report:** Chris Harris moved to acknowledge the Director's Report. Amy Kreckers second. The motion passed unanimously.

### **Programs & Outreach**

- **Summer Reading:** Began July 1; 146 participants (70 adults, 76 kids/teens).
- **Events:** Tai Chi series started successfully; magician program (40 attendees) on July 18; balloon animals' program (29 attendees) on July 25.
- **Summer Rec Program:** Visits Tuesdays; incident on 7/23 where 4 children's books were vandalized—police report filed, no charge to borrower.
- **Partnerships:** Met with Invenergy on 7/15; discussing a "one year later" news story and STEM programming funding.
- **Other Outreach:** Senior citizen food vouchers to be distributed on July 31. AI programs rescheduled for August. Passive programs included scavenger hunt and "guess the skittles" contest.

### **Collection Development**

- Transitioning Baker & Taylor account to NY State contract for free shipping and better discounts.
- Ordered new children's/YA titles from Medina's Author's Note bookstore, partly funded by FFRPL.
- Partnered with Better World Books for sustainable book disposal.

### **Technology**

- Ordered a spine label printer to streamline cataloging work.

### **Building / Facilities**

- Installed highway library signs on Main Street and Center Street.
- Added stools in bathrooms for young children's handwashing.

### **Finances**

- Final state construction checks received.
- Gathering bookkeeping service quotes; one received so far.
- Considering shifting transaction entry to library staff via QuickBooks to reduce Treasurer workload.

### **Update from OWWL**

- Shared guidance from Ron Kirsop on potential State Comptroller audits; low likelihood for this library but ongoing improvements align with best practices.

## **Committee Reports & Updates**

### **Budget and Finance Committee**

- Reviewed this year's budget with Karen, who explained expense categorizations.
- Assigned other committees to determine funding needs for specific areas (e.g., building, personnel).
- **Next Meeting:** August 19, 2025 @ 5:00 PM
- **Members:** Brianna Amann, Veronica Callan

---

## Personnel Committee

- Meeting needs to be scheduled.
- **Members:** Katie Keller, Vickie Schneider

---

## Building and Grounds Committee

- Discussed current and future building/grounds needs.
- Brainstormed a list of expenses to include in future budgets.
- **Next Meeting:** August 20, 2025 @ 6:00 PM
- **Members:** Fred Webb, Veronica Callan, Barb Sturm

---

## Policy Committee

- Reviewed several financial policies (to be approved later in the meeting).
- **Next meeting:** August 26, 2025 @ 5:00 PM
- **Members:** Chris Harris, Vickie Schneider, Barb Sturm

---

## Strategic Planning Committee

- Completed an exercise assessing library growth stages (from small-scale “mom & pop” to a more complex operation).
- Identified current position and set goals for future development.
- **Next Meeting:** August 19, 2025 @ 4:00 PM
- **Members:** Chris Harris, Amy Kreckler, Fred Webb

---

## Fundraising Committee

- Set an annual fundraising goal of **\$4,000**, aiming for sustainability.
  - Planned upcoming events:
    - **Tom Wahl’s Fundraiser:** Target date October 7, 2025
    - **Mum & Book Sale + Pumpkin Decorating Program:** Target date October 4, 2025
  - Discussed ideas for participation in **Hometown Holidays**.
  - **Next Meeting:** August 26, 2025 @ 5:00 PM
  - **Members:** Brianna Amann, Katie Keller, Amy Kreckler
-

## Ad Hoc Employee Handbook Committee

- Finalized the employee handbook.
- Will present to the board for approval at next month's meeting.

Fred Webb moved to acknowledge the committee reports. Karen Yorks seconded. The motion passed unanimously.

### Grants

- Waiting on the NYS grant Monies to reimburse \$6,000 used from operation fund.

## Old Business

### Board Officer Changes

- **Resignation:**
  - Karen Yorks submitted her resignation as Treasurer and Board Member due to family commitments.
  - Chris moved to accept her resignation, effective at the close of the meeting. Fred seconded. The motion passed unanimously.
- **Appointments:**
  - Per bylaws, the Board may appoint officers to fill vacancies.
  - Karen Yorks moved to approve the New Treasure appointment Fred Webb. Amy Krecker seconded, and the motion passed unanimously.
  - Karen Yorks moved to approve the New Sec Appointment Brianna Amann. Katie Keller seconded, and the motion passed unanimously.
  - Fred Webb was appointed **Treasurer**.
  - Brianna Amann was appointed **Secretary**.
  - Motion to appoint both officers was made and seconded; passed unanimously.
- **Bookkeeping Services Discussion:**
  - Noted that neither the outgoing nor incoming Treasurer is a trained bookkeeper.
  - Option presented to hire a bookkeeping service for approximately \$200/month, including transitioning to QuickBooks Online; payroll services could also be moved to QuickBooks (additional cost).
  - Topic referred to Budget Committee for consideration as part of broader financial process improvements.

## New Business

### • Financial Policies – Adoption:

- Policy Committee recommended adopting four new financial policies (labeled 8A–8D):
  1. **Banking Policy** – Adds Library Director as a non-check-signing administrator with online account access; Director may not withdraw more than \$100 cash from library accounts (petty cash allowance).
  2. **Claims Auditing Policy** – Establishes process for two trustees to review vouchers/invoices before payment; goal is increased oversight and financial transparency.
  3. **Credit Card Policy** – Retains only one general library credit card (construction card closed); outlines permitted uses.

- 4. **Petty Cash Policy** – Sets petty cash limit at \$100 for small purchases, with Board reporting required.
- Chris Harris moved to approve the new banking, claims auditing, credit card, and petty cash policies. Brianna Amann seconded. The motion passed unanimously.
- **Elimination of Old Financial Policies:**
  - Three obsolete policies (07A–07C) eliminated:
    - 07A: Process for Determining Compensation (now covered by Employee Handbook).
    - 07B: Construction Credit Card Policy (no longer applicable).
    - 07C: Joint Venture Policy (determined unnecessary; such arrangements can be approved via board motion).
  - Barbara Sturm moved to eliminate the Process for Determining Compensation, Construction Credit Card, and Joint Venture Policies. Veronica Callan seconded. The motion passed unanimously.

### **Final Item – Sustainable Funding & Budget Votes**

Ron Kirsop from OWWL Library System gave a presentation on Funding Option for the Caledonia Library. Ron’s presentation included an Overview of current funding model vs. Chapter 414 referendum. Advantages, considerations, timelines. Discussion of reciprocal borrowing, levy changes, and potential budget increases.

### **Current Funding Model**

- **Sources:**
  - Town of Caledonia appropriation (~\$80,000).
  - School district levy (Education Law §259) (~\$15,000).
  - Total annual public support: ~\$95,000.
- **Structure:**
  - Funding is discretionary — Town or School District could reduce or eliminate at any time.
  - Funding is spread between multiple sources, adding administrative complexity.
  - Service area mismatch: school levy includes residents outside chartered service area.

### **Chapter 414 Funding Model**

- **Process:**
  - Petition signed by 25 registered town voters.
  - Proposition placed on Town of Caledonia general election ballot.
  - If approved, Town is legally obligated to levy the approved amount annually for the library.
- **Advantages:**
  - Locks in funding; cannot be reduced without another public vote.
  - Consolidates all public funding into one predictable source (Town tax line).
  - Aligns taxation with actual service area (Town of Caledonia residents).
  - Voter-driven process, increasing transparency and public ownership.
  - Can still pursue future increases via another petition and vote.
- **Considerations:**
  - 2026 would be earliest possible implementation based on current timelines.
  - Would require dissolving or reducing the school district levy to avoid double taxation.

- Reciprocal borrowing agreements with Monroe County libraries may need renegotiation if §259 levy is removed.
- Requires completion of any grant-funded or in-progress projects before vote if related to messaging.

### **Committee Scheduling Reminder**

- Personnel Committee.

**Next Meeting:** August 26<sup>th</sup> @ 6:00 PM

**Adjournment:** A motion was made by Fred Webb to adjourn @ 7:24 seconded by Brianna Amann all in favor.