

**Caledonia Library Association  
Board of Trustee Meeting Minutes  
Tuesday, September 30th, 2025 6:00 pm**

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

**Public Comment:**

None

**Adoption of Agenda:**

Motion to adopt the September Board Meeting agenda was made by V. Schneider, seconded by F. Webb Motion passed unanimously.

**Approval of Minutes:**

Motion to approve the August Board Meeting minutes pending edits, made by F. Webb, seconded by B. Sturm. Motion passed unanimously.

**Treasurer's Report:**

- Fred has access to QuickBooks and is working to create a system
- At the moment, we are projecting to have to use/withdraw monies from Investments to fulfill a projected gap in the budget.
- We will need to adjust the budget for 2026 to reflect the increases in utilities and increased staffing.

**Financial Reports:**

Claims Auditing:

K. Keller and B. Sturm reviewed and audited the claims.

Motion to approve bills in the amount of \$14,386.88 made by K. Keller seconded by F. Webb. Motion passed unanimously.

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

## **Directors Report:**

- Many great events are coming to our library, be sure to check them out!
- E. Meade participated in OCS's Introduction to Governmental Accounting
- 23 items added to the library's collection in August

Motion to acknowledge the Director's Report made by F. Webb, seconded by B. Amann. Motion passed unanimously.

## **Committee Reports:**

### Budget and Finance:

- Discussed the option of adding a bookkeeping service.

Motion made by F. Webb to have Stacey Turner Bookkeeping T<sup>3</sup> S<sup>2</sup> LLC review QuickBooks configuration and provide an estimate of the length of time to complete analysis of our current accounting system. Seconded K. Keller. Motion passed unanimously.

Personnel: Did not meet

### Building and Grounds:

- Replacing lights in the Non-Fiction Room
- The committee recommends we move forward with the quote from Mark Miller for the gate (Donated by the Rotary Club).

### Policy:

- Reviewed policies to be presented to the board

Strategic Planning: Did not meet

### Fundraising:

- Mum Sale on Saturday
- Book Sale ongoing
- Generous prize donations from GCV&M, Stokoe Farms, and Train Museum

Motion to acknowledge the committee reports by V. Schneider, second by B. Amann. Motion passed unanimously.

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## **Old Business**

### Committee Assignments

Motion to appoint B. Sturm to the Strategic Planning Committee, made by B. Amann, second by K. Keller. Motion passed unanimously.

### Rotary Club Grant: Approve Security Gate, Tables, Chairs

Motioned to approve purchase and installation of the gate by Mark Miller, made by B. Amann, seconded by F. Webb. Motion passed unanimously.

- The board would like to express their appreciation for the Rotary Club's generous grant.
- This gate allows the option to add the community room as a space for community events in the future.

Motion to approve the purchase of 4 tables (no chairs) from Workplace Interiors for a total cost of \$1859.20 + delivery fee. The Rotary Club's grant will cover the majority of the payment, the library will pull from the building fund to pay for the difference. Motion by F. Webb, second by V. Schneider. Motion passed unanimously.

### Adult Non-Fiction Room Lighting

- Instead of purchasing new fixtures, the library will purchase LED bulbs and reassess need later for new lighting fixtures in the Adult Non-Fiction Room.

No motion necessary.

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## **New Business**

### Minimum Standards Compliance Commitment

E. Meade will update the website with approved policies.

No motion necessary.

### Policy Renewal

## **Computer Use Policy**

Motioned to approve by K. Keller, seconded by F. Webb. Motion passed unanimously. Scheduled for review in 2026.

### **Collection Development Policy**

Motioned to approve by F. Webb, seconded by K. Keller. Motion passed unanimously.  
Scheduled for review in 2026.

### **A. Krecker departed at 7:30**

### **Confidentiality of Record Policy**

Motioned to approve by K. Keller, seconded by F. Webb. Motion passed unanimously.  
Scheduled for review in 2026.

### **Conflict of Interest**

Motioned to approve by B. Sturm, seconded by F. Webb. Motion passed unanimously.  
Scheduled for review in 2026.

### **Disaster Policy**

Motioned to approve by B. Sturm, pending updates for emergency contacts, seconded by F. Webb. Motion passed unanimously. Scheduled for review in 2026.

### **Open Meetings Policy**

Motioned to approve by B. Amann, seconded by F. Webb. Motion passed unanimously.  
Scheduled for review in 2026.

### **Whistleblower Policy**

Motioned to approve by B. Sturm, seconded by F. Webb. Motion passed unanimously.  
Scheduled for review in 2026.

### *New Policies*

### **Financial Controls Manual**

Motioned to approve by K. Keller, seconded by F. Webb. Motion passed unanimously.

### **Disposal and Sale of Surplus Property**

Motioned to approve by B. Amann, seconded by K. Keller. Motion passed unanimously.

### **Budget and Finance**

Motioned to approve by K. Keller, seconded by F. Webb. Motion passed unanimously.

## **Investments**

Motioned to approve by K. Keller, seconded by F. Webb. Motion passed unanimously.

## **Fundraising**

Motioned to approve by K. Keller seconded by F. Webb. Motion passed unanimously.

## **Gifts and Donations**

Motioned to approve by B. Sturm, seconded by F. Webb. Motion passed unanimously.

## **Procurement**

Motioned to approve by B. Amann, seconded by K. Keller. Motion passed unanimously.

## **Rescind Previous Financial Controls Policy**

Motioned to approve by V. Schneider, seconded by B. Amann. Motion passed unanimously.

## **Financial Oversight and Audit Cycle Policy**

Motioned to approve by B. Sturm, seconded by F. Webb. Motion passed unanimously.

## *Maternity Leave & Accounts Clerk Job Description*

- A discussion of a contract was made regarding Candy Rogers' role as Interim Director during Emily Meade's absence.
- Pending a job agreement for Candy during Emily Absence.
- Emily will reach out to OWWL

Motion to approve Accounts Clerk job opening pending job description edits and a six-month probationary period, made by K. Keller, seconded F. Webb. The motion passed unanimously.

## *Upcoming Holiday Closures*

- Closed Tuesday October 14th (Columbus Day Observance) as Saturday 11th is the Clues and Kin: A Scavenger Hunt Program
- Closed Tuesday November 11th (Veteran's Day)
- Closed for Thanksgiving Recess Thursday November 27th to Saturday November 29th. The library will be open on Tuesday December 2nd.
- Closed for Holiday Recess: Monday December 22nd to Monday January 5<sup>th</sup>, 2026
  - Reopen on the January 6<sup>th</sup>, 2026

Motion by K. Keller, seconded by F. Webb. Motion passed unanimously.

Employee Assistance Program Renewal

- 5 staff members \$67.20 (\$13.44/employee)
  - Pending approval of new hire
- 5 board members \$134.35 (\$26.87/trustee)
- Total cost \$201.55 for one year (12/1/25-11/30/26)

Motion by B. Amann, seconded by F. Webb. Motion passed unanimously.

Raise for Clerk

- In recognition of her at least ten years of service, the board approved a raise for Micki (Michelene Fox) to \$17.50 per hour.

Motion by F. Webb, seconded by K. Keller. Motion passed unanimously.

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**Adjournment:**

K. Keller made a motion to adjourn meeting at 8:21pm and seconded by V. Schneider. Motion passed unanimously.

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**Reminders:**

Next Board Meeting: **Tuesday, October 28th @ 6:00 pm** (everyone)

Budget & Finance Committee: **Wednesday, October 15th @5:30 pm** (Brianna, Fred, Veronica)

Personnel Committee: **Thursday, October 16<sup>th</sup> @4:30pm** (Chris, Katie Vickie)

Buildings & Grounds Committee: **Thursday, October 23rd @ 6:00 pm** (Barb, Fred, Veronica)

Policy Committee: **Thursday, October 23rd @ 5:00 pm** (Chris, Vicki, Barb)

Strategic Planning Committee:

**Fundraising Committee: To be Scheduled** (Brianna, Katie, Amy)

**Upcoming Library Programs:**

- Oct 1 - 19th Century Games with GCV&M @ 3:00 pm
- Oct 4 - Mum Sale @10:00am - 2:00 pm
- Oct 4 - Special Story Time @11:30am
- Oct 7- Tom Wahl's Fundraiser 4:30 - 8:30 pm
- Oct 7-31- The Great Give Back. We're collecting personal hygiene items for the Raiders Locker at the Cal-Mum Schools.
- Oct 11 - Clues and Kin: A Scavenger Hunt Through the Records 10:30am

**Date Changes for Upcoming Board Meetings:**

- November 18th at 6 pm
- December 16th at 6 pm