

Haxton Memorial Public Library
Board of Trustees Meeting
September 16, 2024

PRESENT: Kim Gibson, Carol D'Alba, Denise DiMatteo, Lynette Crawford, Jessica Baker, Janet Klotzbach

CALL TO ORDER:

Meeting called to order at 6:37 pm

ADOPTION OF THE AGENDA:

Motion by Denise DiMatteo with second by Lynette Crawford to adopt the agenda for September 16, 2024. Motion carried.

APPROVAL OF THE MINUTES AND FINANCIAL REPORT:

APPROVAL OF SECRETARY'S REPORT:

Motion by Lynette Crawford with second by Janet Klotzbach to approve August 19, 2024 minutes with changes. Motion carried.

TREASURER'S REPORT:

August month end report shows \$153.68 in old checking account. \$64,502.03 in old savings account. \$127,907.29 in new checking account. \$16.35 in new savings account. Motion by Jessica Baker with second by Lynette Crawford to accept Treasurer's report/financial report. Motion carried.

APPROVAL OF THE PAYMENT OF THE BILLS:

Bills for September total \$8,537.23. Motion by Denise DiMatteo with second by Janet Klotzbach to pay September bills. Motion carried.

PUBLIC COMMENTS:

None at this time.

OFFICERS' REPORTS:

Vice President of Finance Lynette Crawford - She sent paperwork through certified mail for ERS. She put in for an extension for the financial report. It was due at the end of August and is now due at the end of October. Joanne Amon now has access to the report.

CORRESPONDENCE:

Donation for Bonnie Hall - \$50.00

GoArt money received - \$5,000.00

Oakfield Betterment Committee member brought in check for usage - \$150.00

LIBRARY MANAGER REPORT:

As submitted by Kim Gibson, Library Manager, and on file at the library office. The report highlights attendance for programs throughout the month and various meetings attended in support of the library.

OLD BUSINESS:

- **LAWYER UPDATE:** No update at this time.
- **POLICIES REVIEW & APPROVAL:** Policies presented for approval: 100.01 Circulation, 400.01 Internet and Computer with changes, 400.02 Social Media, 600.02 Records Retention Motion to approve these policies by Janet Klotzbach with second by Denise DiMatteo. Motion carried.

Policies presented for board member and library manager review: Discussed policy 600.01 Emergency Closing to clarify section regarding emergency lights. Discussed policy 400.01 Internet and Computer to adjust cost of faxes from \$1/page to \$1/fax. Language needs to be clarified for computer usage.

- **POLICY 800.09 (CREDIT CARD/STAFF USAGE):** Discussed changes to policy to include a form for employees to fill out prior to card usage. Changed language to policy to include use by library manager and staff. Motion to revise policy 800.09 to include language that the card may be used by the library manager and staff by Lynette Crawford with second by Denise DiMatteo. Motion carried.
- **RETIREMENT:** Discussed under officers' report by Lynette Crawford.
- **LIGHT ESTIMATES:** Tabled until next month.
- **NEW COMPUTERS:** Denise DiMatteo brought some recommendations to consider for purchase of new computers.

NEW BUSINESS:

- **LAWLEY INSURANCE:** Need to keep a copy of the coverage for the building liability insurance in the library. Kim Gibson will ask about addition of hired non-owned auto liability to the coverage.
- **SNOW REMOVAL:** The village will not shovel the sidewalks or parking lot. Kim Gibson presented quotes for snow removal.
- **CHRISTMAS TREES (TOWN):** If they call to request use of library property/electricity, they need to come to a board meeting and make a formal request.
- **TRICK OR TREAT @ TRIANGLE PARK:** Scheduled for October 26th. Volunteers asked to meet at 9:30 am. Parade starts at 10 am.
- **FIRE INSPECTION :** Kim Gibson will contact Melissa Haacke from the town of Oakfield to set up a fire inspection.

ADJOURNMENT:

Motion to adjourn meeting at 8:29 pm by Denise DiMatteo with second by Jessica Baker. Motion carried.

NEXT MEETING: October 21, 2024 at 6:30 PM