

Haxton Memorial Public Library  
Board of Trustees Meeting  
November 18, 2024

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

CALL TO ORDER:

Meeting called to order at 6:43 pm

ADOPTION OF THE AGENDA:

Motion by Lynette Crawford with second by Denise DiMatteo to adopt the agenda for November 18, 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 October 21, 2024 minutes with changes. Motion carried.

TREASURER'S REPORT:

October month end report shows \$135.70 in old checking account. \$64,502.03 in old savings account. \$104,704.16 in new checking account. \$16.35 in new savings account. Motion by Jessica Baker with second by Denise DiMatteo to accept Treasurer's report/financial report. Motion carried.

APPROVAL OF THE PAYMENT OF THE BILLS:

Bills for November total \$8,129.86. Motion by Denise DiMatteo with second by Jessica Baker to pay November bills. Motion carried.

PUBLIC COMMENTS:

None at this time.

OFFICERS' REPORTS:

None at this time.

CORRESPONDENCE:

- Obituary was given by Jack Batchellor stating memorials will be given to the library in his wife Deborah's name. Donations will be set aside in a memorial fund. Motion by Lynette Crawford with second by Janet Klotzbach to request Joanne Amon set up a memorial fund for donations of this type. Motion carried.

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. Motion by Lynette Crawford with second by Denise DiMatteo to accept manager's report. Motion carried.

OLD BUSINESS:

- POLICIES REVIEW & APPROVAL:

Policies presented for approval: Motion by Lynette Crawford with second by Janet Klotzbach to approve the following policies:

- 200.01 - Collection Development
- 200.02 - Copyright Policy
- 200.03 - Local History Policy
- 300.07 - Programming Policy
- 400.03 - Technology Privacy Policy
- 500.01 - Code of Ethics/Conduct
- 500.02 - Conflict of Interest Policy
- 500.03 - Equity, Diversity, and Inclusion Statement
- 500.04 - Board Meetings
- 500.05 - Trustee Education Policy
- 500.06 - Removal of a Trustee
- 600.01 - Emergency Closing Policy
- 600.03 - Freedom of Information Law (FOIL)
- 600.04 - Public Relations
- 600.05 - Sustainability
- 700.01 - Harassment, Bullying and Sexual Harassment Policy
- 700.02 - Personnel Policies
- 700.03 - Personnel: Responsibilities & Benefits
- 800.01 - Purchasing/Procurement
- 800.02 - Claims Audit Process
- 800.03 - Budget Transfers
- 800.04 - Fund Balance & Reserves
- 800.05 - Banking Policy
- 800.08 - Investment Policy
- 800.10 - Cash Handling & Petty Cash
- 800.11 - Travel & Conference
- 800.12 - Audit & Review
- 800.13 - Disposition of Surplus Property
- 800.14 - Inventory/Fixed Assets
- 900.01 - Pandemic Policy
- 900.02 - Continuity of Operations Plan
- 900.03 - Safety

Motion carried!

- RETIREMENT: Dates did not match on paperwork. Lynette Crawford had Jessica Baker sign new paperwork with corrected dates and sent out for approval.
- LIGHT ESTIMATES: Unable to make a decision until it is known if there will be money in the budget to cover costs.
- SNOW SHOVELING: Still exploring options with volunteer services.

- COMPUTER UPDATE: Kim Gibson spoke with Justin Genter from Nioga about ordering better computers for a better price. She told him to go ahead and order replacements for 2 circ computers and Kim's computer.
- CHRISTMAS TREES: Kim Gibson will forward a facilities use form to Melissa Haacke to fill out.

#### NEW BUSINESS:

- FMLA: Revision needed on policy 700.03 to take out FMLA wording.
- NYS LIBRARY APPLICATION FOR REGISTRATION: Paperwork must be filed by December 12. Kim Gibson will call and ask for clarification on library building/property ownership options. Carol D'Alba and Kim Gibson will work to finish the application. Special meeting will be scheduled to approve the application. Required documents must be posted to the website and be in ADA compliance.
- 2025-2030 STRATEGIC LONG-RANGE PLAN: Reviewed the long range plan.
- TRUSTEE SELF-ASSURANCE FORM: Trustees received the form to fill out and return to Kim Gibson.

#### ADJOURNMENT:

Motion to adjourn meeting at 8:53 pm by Lynette Crawford with second by Jessica Baker. Motion carried.

NEXT MEETING: December 16, 2024 at 6:30 PM