

Haxton Memorial Library
Board of Trustees Meeting
October 13, 2020

PRESENT: Kim Gibson, Anne Engel, Carol D'Alba, Denise Dimatteo, Dan Groth, Justin Staebell, Jessica Baker

Meeting called to order at 6:07 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Dan Groth with second by Denise Dimatteo to approve September 5 (special meeting) and September 9, 2020 minutes. All in favor. Motion carried.

TREASURER'S REPORT: September month end report shows \$74,588.89 in checking. \$81,837.33 in savings. Bills for October total \$2,512.24. Motion by Carol D'Alba to approve treasurer's report and payment of bills. Dan Groth second. All in favor. Motion carried.

MANAGER'S 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

- NEW TRUSTEE: Justin Staebell will take over the remainder of Anne Engel's term.
- ELECTION OF NEW OFFICERS: President: Carol D'Alba Vice President: Denise Dimatteo
Secretary: Jessica Baker Treasurer: Dan Groth Trustee Member: Justin Staebell

Motion by Denise Dimatteo with second by Jessica Baker to approve election of officers. All in favor. Motion carried.

- FALL/THURSDAY NIGHTS: The library will continue to keep Thursday night hours. Averaging around 10 people in attendance each week. Can reevaluate need for night hours at a later date.
- COUNTY FUNDING: The library received a check from the county for \$4,067. This amount must be spent on new books and DVD's for the library.
- BOOK CLUB: 11 people participated in the last book club meeting. The next meeting is scheduled for November 4th.

NEW BUSINESS

- BOOK BUDGET 2020: The money must be spent before the new year. A lack of maintenance of effort could result in losing 20% funding for materials next year. The board discussed

several possible solutions. One solution would be to prepay the full amount to Baker and Taylor now and shop for new releases in the spring. Kim will call Baker and Taylor to see if this is a possibility. A second option is to put the money into savings now and use it for new releases next year. Kim will ask Lisa Erickson (assistant director of Nioga) about possibly waiving the maintenance of effort penalty for next year due to Covid restrictions.

- REVIEW AND SIGN LEASE FROM TOWN: Carol D'Alba reviewed and signed the lease.
- ALABAMA PATRONS: Pamela LaGrou (Alabama councilperson) emailed Kim to get library usage data of Alabama residents. Their town meeting is October 14th and they will discuss providing funding for Haxton Memorial Library.
- KIM'S TIME OFF (10/14, 10/15, 10/19): Kim Gibson's time off approved by the board.
- SCARECROW/STORYBOOK WALKS: The library participated in the annual scarecrow contest with a Humpty Dumpty scarecrow. The story book walks are successful and will continue in the spring once the weather improves.
- JOANNE AMON (CARES ACT BILL): Joanne sent a refund request for \$3,484.87 to the IRS on September 14. She discovered a financial error of around \$700 in the library's favor and will amend the refund request accordingly. The refund may be delayed due to a backlog at the IRS.
- FUNDRAISING IDEAS: The library is a 501c3 and should be able to raise money through fundraising. Lisa Erickson (assistant director at Nioga) sent Kim some ideas and literature to look at.
- BUDGET 2021: ALMS fee reduced next year and the library gained back around \$1000 for the general budget. The fund balance (money the library still needs to make the budget balance) will be renamed as the budget deficit. The current deficit is \$21,411.
- NEXT BOARD MEETING: The next meeting falls on Veterans' Day. Meeting rescheduled to Monday, November 9th at 6:30 pm.
- THANK YOU TO ANNE: Thank you to Anne Engel for her years of service to Haxton Memorial Library!

NEXT MEETING: November 9th at 6:30 pm.

Meeting adjourned at 7:43 PM.