

Haxton Memorial Public Library
Board of Trustees Meeting
February 10, 2025

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

CALL TO ORDER:

Meeting called to order at 6:39 pm

ADOPTION OF THE AGENDA:

Motion by Jessica Baker with second by Lynette Crawford to adopt the agenda for February. 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 January 16, 2025 minutes. Motion carried.

TREASURER'S REPORT:

January month end report shows \$226,924.75 in the checking account. \$68,898.11 in the savings account. Motion by Jessica Baker with second by Janet Klotzbach to accept Treasurer's report/financial report. Motion carried.

APPROVAL OF THE PAYMENT OF THE BILLS:

Bills for February total \$5,312.32. Motion by Lynette Crawford with second by Denise DiMatteo to pay February bills. Motion carried.

PUBLIC COMMENTS:

None at this time.

OFFICERS' REPORTS:

Vice President of Finance Lynette Crawford presented several Nioga training workshops for library trustees.

CORRESPONDENCE:

None at this time.

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:

- **ANNUAL REPORT:** Kim Gibson completed the annual report and shared with the board. Motion to approve annual report as submitted to Lisa Erikson on February 10, 2024 by Denise Dimatteo with second by Jessica Baker. Motion carried.
Kim Gibson created an informative graphic community report highlighting the important parts of the report to load to the website. The board reviewed the community report and recommended changes.
- **RETIREMENT:** The retirement system is now approved and active effective February 1, 2025. Lynette Crawford will check with Joanne Amon on whether that start date should be the date the library first applied for the system. Library employees should send their enrollment applications ASAP to the state. If any employee declines enrollment they need to sign a form stating that they decline enrollment and this form should be placed in their employment file. Lynette Crawford will also check with Joanne Amon on the exact date that the library stopped participating in the town of Oakfield's retirement system.
- **NEW COMPUTERS (UPDATE):** Justin Genter from Nioga came to install the new circ system upstairs and downstairs. Josh Stellrecht from Millenium Computers then installed Microsoft 365 on all computers and granted remote access to the cameras for Kim Gibson.

NEW BUSINESS:

- **PURCHASES MADE WITH MEMORIAL FUNDS:** Kim Gibson purchased chairs and dollies through Eaton Office Supply. She also ordered children's seating through The Library Store (TLS). She will use remaining funds for a plaque in memory of Deborah Batchellor.
- **SUMMER READING PREP (UPDATE):** The theme this year is Color Our World. The kick off carnival will be June 26 from 6:30 - 7:30 pm. The program will run June 30, 2025 - August 8, 2025.
- **REPAIR LEAK:** Mark Wilder will repair the leak to the roof in the spring.

ADJOURNMENT:

Motion to adjourn meeting at 7:39 pm by Lynette Crawford with second by Denise DiMatteo.
Motion carried.

NEXT MEETING: March 17, 2025 at 6:30 PM