

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

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

CALL TO ORDER:

Meeting called to order at 6:33 pm

ADOPTION OF THE AGENDA:

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

APPROVAL OF THE MINUTES AND FINANCIAL REPORT:

APPROVAL OF SECRETARY'S REPORT:

Motion by Denise DiMatteo with second by Lynette Crawford to approve November 18, 2024 minutes with changes and December special meeting minutes. Motion carried.

TREASURER'S REPORT:

November month end report shows \$126.71 in old checking account. \$64,505.25 in old savings account. \$89,290.29 in new checking account. \$3,146.39 in new 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 December total \$6,306.17. Motion by Janet Klotzbach with second by Jessica Baker to pay December bills. Motion carried.

PUBLIC COMMENTS:

None at this time.

OFFICERS' REPORTS:

None at this time.

CORRESPONDENCE:

- Memorial donations are continuing to come in for Deborah Batchellor throughout the month. Family asked to do something special in the children's room with donations.
- Anne Engel donation of \$500 received on 12/4/24.
- Gene and Sue Thaine sent in a \$50 donation on 12/6/24. They requested it be used for staff. Motion by Denise DiMatteo with second by Lynette Crawford to approve up to \$50 to be spent on refreshments for staff. Motion carried.
- County funding checks received on 12/16/24. 2 checks received for \$3,005.96 and \$2,000 totalling \$5,005.96.

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:

- NYS LIBRARY APPLICATION FOR REGISTRATION: Checklist and application were submitted to Tom Bindeman at Nioga. Kim Gibson followed up with its progress - it has been received by the state.
- RETIREMENT: No updates at this time.
- LIGHT ESTIMATES: Unable to make a decision until it is known if there will be money in the budget to cover costs.
- SNOW SHOVELING: Motion to pay staff members \$20 per shoveling session by Jessica Baker with second by Lynette Crawford. Motion carried.
- COMPUTER UPDATE: Motion to approve purchase of 3 Microsoft licenses for computers totalling \$375 by Denise DiMatteo with second by Lynette Crawford. Motion carried.
- CHRISTMAS TREES: No update at this time.

NEW BUSINESS:

- STAFFING: Bev Hillabush resigned. Motion to approve hire of Brenda Brownlie by Jessica Baker with second by Janet Klotzbach. Motion carried.
- CONFIRM 2025 BOARD MEETING DATES: Meeting dates confirmed through June 2025.
- STAFF CHRISTMAS LUNCH: Motion by Lynette Crawford with second by Denise DiMatteo to approve up to \$100 for lunch on Saturday, December 28, 2024. Motion carried.

ADJOURNMENT:

Motion to adjourn meeting at 8:18 pm by Lynette Crawford with second by Jessica Baker. Motion carried.

NEXT MEETING: January 20, 2025 at 6:30 PM