

Haxton Memorial Public Library
Board of Trustees Meeting
July 15, 2024

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

CALL TO ORDER:

Meeting called to order at 6:42 pm

ADOPTION OF THE AGENDA:

Motion by Jessica Baker with second by Janet Klotzbach to adopt the agenda for July 15, 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 June 17, 2024 minutes with changes. Motion carried.

TREASURER'S REPORT:

June month end report shows \$1,348.50 in old checking account. \$64,499.84 in old savings account. \$149,087.36 in new checking account. \$16.35 in new savings account. Motion by Janet Klotzbach with second by Denise DiMateo to accept Treasurer's report/financial report. Motion carried.

APPROVAL OF THE PAYMENT OF THE BILLS:

Bills for July total \$4,846.18. Motion by Denise DiMatteo with second by Janet Klotzbach to pay July bills. Motion carried.

PUBLIC COMMENTS:

None at this time.

CORRESPONDENCE:

Oakfield Lions Club (\$100 Summer Reading Donation)

OFFICERS' REPORTS:

Vice President of Finance Lynette Crawford - ERS should be ready to go by the end of the month according to her most recent correspondence with ERS. The NY State Comptroller notified her that the library is required to file an annual financial report (AFR) with the state by the end of the fiscal year. The library is also required to file a property tax cap report and Lynette was notified that we are currently delinquent.

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:** The lawyer has a copy of the Charter. The library received the building deed and needs a safe way to store it.
- **POLICIES REVIEW & APPROVAL:** Policies presented for board members' and library manager's review: 300.01 Accessibility/ADA Statement, 300.02 Exhibit/Posting, 300.03 Meeting Space, 300.04 Patron Code of Conduct, 300.05 Patron Complaints.
- **RETIREMENT:** The ERS will be ready to go by the end of the month according to ERS.
- **CREDIT CARD:** Kim Gibson has a copy of the card. The credit card policy needs to be updated.
- **LIGHT ESTIMATES:** National Grid estimate is \$13,990.45. GMES Batavia estimate is \$4,246.17. Approval for quote tabled until next month.
- **SUMMER READING UPDATE:** Currently in week 3 of Summer Reading. Kim Gibson received positive feedback from patrons about programs.
- **ROCHESTER SCIENCE MUSEUM MEMBERSHIP:** Kim Gibson received a request to use the passes from a Batavia resident. Kim Gibson will update the borrowing policy to reflect a 3 day borrow period. One pass will be reserved for use by patrons of Haxton Memorial Public Library. One pass may be checked out by any patron with a valid Nioga library card.

NEW BUSINESS:

- **2024-2025 BUDGET:** The new fiscal year began July 1, 2024.
- **APPROVAL OF VOLUNTEER:** Motion to approve Summer Williams as a volunteer by Lynette Crawford with second by Janet Klotzbach. Motion carried.
- **APPROVAL OF FACILITIES USE FORM:** Motion to approve use of library board room and foyer with a terms and liability agreement by the Oakfield Betterment Committee by Lynette Crawford with second by Jessica Baker. Motion carried.

ADJOURNMENT:

Motion to adjourn meeting at 8:42 pm by Denise DiMatteo with second by Jessica Baker. Motion carried.

NEXT MEETING: August 19, 2024 at 6:30 PM