

Haxton Memorial Public Library
Board of Trustees Meeting
August 19, 2024

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

CALL TO ORDER:

Meeting called to order at 6:34 pm

ADOPTION OF THE AGENDA:

Motion by Jessica Baker with second by Janet Klotzbach to adopt the agenda for August 19, 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 July 15, 2024 minutes with changes. Motion carried.

TREASURER'S REPORT:

July month end report shows \$210.37 in old checking account. \$64,500.93 in old savings account. \$139,935.34 in new checking account. \$16.35 in new savings account. Motion by Lynette Crawford with second by Denise DiMateo to accept Treasurer's report/financial report. Motion carried.

APPROVAL OF THE PAYMENT OF THE BILLS:

Motion to give Joanne Amon permission to pay the following monthly utility bills without prior board authorization: Charter Communications/Spectrum, National Fuel Gas, National Grid, AT&T/Verizon by Lynette Crawford with second by Janet Klotzbach. Motion carried.

Bills for August total \$5,906.72 - amended amount to include Capital One credit card payment of \$109.60. Motion by Lynette Crawford with second by Denise DiMatteo to pay August bills. Motion carried.

PUBLIC COMMENTS:

None at this time.

CORRESPONDENCE:

Donation from Judy Boyle - \$20

Donations for Ken Haacke - \$650

EFTPS - received new number/authorization

OFFICERS' REPORTS:

Vice President of Finance Lynette Crawford - The annual financial report is due August 31. It will cover the period January 2024 through June 2024. She presented the property tax cap form and discussed the tax cap limit.

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:** Motion by Denise DiMatteo with second by Janet Klotzbach to pay bill in the amount of \$625. Motion carried.
- **POLICIES REVIEW & APPROVAL:** Policies presented for approval: 300.01 Accessibility/ADA Statement, 300.02 Exhibit/Posting, 300.03 Meeting Space, 300.04 Outside Space Use, 300.05 Patron Code of Conduct, 300.06 Patron Complaints. Motion to approve these policies by Denise DiMatteo with second by Lynette Crawford. Motion carried.

Policies presented for board member and library manager review: 100.01 Circulation, 400.01 Internet and Computer, 400.02 Social Media, 600.01 Emergency Closing, 600.02 Records Retention.

Motion by Lynette Crawford with second by Janet Klotzbach to approve a \$50/day fee for the use of library utilities for the fiscal year July 1, 2024 to June 30, 2025. Motion carried.

- **RETIREMENT:** Lynette Crawford spoke with ERS representative - they gave an estimate of \$9,865 based on 2025 rates. These rates have increased and the library has added personnel to the retirement system. There could be a possible credit in 2 years during a reconciliation period. Retirement since the re-charter has been reported to the town of Oakfield - this will need to be rectified.

Motion by Lynette Crawford with second Janet Klotzbach to join the ERS. Motion carried.

- **LIGHT ESTIMATES:** Tabled until next month.

NEW BUSINESS:

- **SUMMER READING ENDING STATISTICS:** 103 children participated and read 31,447 minutes. 18 teens participated and read 38,505 minutes. 115 adults participated with 448 checkouts and 148 raffle tickets for the Kindle.
- **CLEANING ISSUE:** The issue was resolved.
- **MILLENNIUM (COMPUTER ESTIMATES):** They recommend replacing the 2 library computer systems and gave Kim Gibson estimates for each.

EXECUTIVE SESSION PROPOSAL: Motion by Carol D'Alba with second Lynette Crawford to move to executive session to discuss proposal of employee matters. Motion carried.

Motion to end executive session by Denise DiMatteo with second by Janet Klotzbach. Motion carried.

ADJOURNMENT:

Motion to adjourn meeting at 9:41 pm by Carol D'Alba with second by Denise DiMatteo. Motion carried.

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