

Haxton Memorial Public Library
Board of Trustees Meeting
October 21, 2024

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

CALL TO ORDER:

Meeting called to order at 6:47 pm

ADOPTION OF THE AGENDA:

Motion by Denise DiMatteo with second by Lynette Crawford to adopt the agenda for October 21, 2024. 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 September 16, 2024 minutes. Motion carried.

TREASURER'S REPORT:

September month end report shows \$144.69 in old checking account. \$64,502.03 in old savings account. \$119,642.22 in new checking account. \$16.35 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 October total \$8,942.08. Motion by Denise DiMatteo with second by Jessica Baker to pay October bills. Motion carried.

PUBLIC COMMENTS:

None at this time.

OFFICERS' REPORTS:

Vice President of Finance Lynette Crawford - She emailed a representative about the status of the ERS. It is still pending. She will meet with Joanne Amon tomorrow to work on the annual report.

CORRESPONDENCE:

Letter from Melissa Haacke regarding Christmas Trees: Motion by Denise DiMatteo with second by Lynette Crawford to approve use of library property for Christmas trees pending a copy of their certificate of insurance from the town of Oakfield and a signed facilities of use form with agreement that the town takes full responsibility for the trees on library property, replacement of missing electric cover and clean up of all debris following the event. Motion carried.

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:** No update at this time.

- **POLICIES REVIEW & APPROVAL:**

Policies presented for first read: 200.01 Collection Development, 200.02 Copyright Policy, 200.03 Local History, Appendix A Collection Selection Criteria, 300.07 Programming, 400.03 Technology Privacy, 500.01 Code of Ethics/Conduct, 500.02 Conflict of Interest, 500.03 Equity, Diversity and Inclusion Statement, 500.04 Board Meetings, 500.05 Trainee Education, 500.06 Removal of a Trustee, 600.03 Freedom of Information Law (FOIL), 600.04 Public Relations, 600.05 Sustainability, 800.01 Purchasing/Procurement, 800.02 Claims Audit Process, 800.03 Budget Transfers, 800.04 Fund Balance, 800.05 Banking, 800.08 Investment, 800.10 Cash Handling and Petty Cash, 800.11 Travel and Conference, 800.12 Audit and Review, 800.13 Disposition of Surplus Property, 800.14 Inventory and Fixed Assets, 900.01 Pandemic, 900.02 Continuity of Operations, 900.03 Safety, 700.01 Harassment, Bullying and Sexual Harassment, 700.02 Personnel, 700.03 Personnel: Responsibilities & Benefits.

- **RETIREMENT:** Discussed under officers' report by Lynette Crawford.

- **LIGHT ESTIMATES:** Unable to make a decision until it is known if there will be money in the budget to cover costs.

- **SNOW REMOVAL:** Carol D'Alba and Denise DiMatteo attended the village meeting to discuss a shared agreement with them. Carol sent Mayor Dave Boyle a letter addressing the issue that the library is a municipality. They are waiting to hear a decision from the village. Joel D'Alba volunteered to take care of snow removal in the meantime.

- **COMPUTER RESPONSE FROM MILLENNIUM:** Kim Gibson received an email from their representative stating that computers are on 12th generation, 1 year warranty hardware and fixed rate repair for labor at their shop. They quoted \$3,494 to replace the 2 circulation computers and Kim's computer. Motion by Denise DiMatteo with second by Janet Klotzbach to approve replacing the 2 circulation computers and Kim Gibson's computer in an amount not to exceed \$3,494. Motion carried.

- **LAWLEY INFO. ABOUT AUTO LIABILITY:** Kim Gibson spoke with a representative and received a quote for \$175/year to add the auto liability to the library's insurance. Motion by Lynette Crawford with second by Jessica Baker to add the auto liability to the library's insurance policy. Motion carried.

- **FIRE INSPECTION INFORMATION:** Kim Gibson called Southern Tier Fire Extinguisher on September 17 and spoke with a representative. He will come to inspect the library in March.

NEW BUSINESS:

- **CHRISTMAS (DECEMBER 6):** The town Christmas tree lighting will take place December 6. The ornament walk will take place December 7 from 11 am to 2 pm. The library hours are from 9 am to 12 pm and Kim Gibson volunteered to stay until 1 pm that day.

- **WATER HEATER:** Kim Gibson noticed a puddle forming under the hot water tank. She will have someone come out to take a look at it.

EXECUTIVE SESSION PROPOSAL: Motion by Denise DiMatteo with second Janet Klotzbach to move to executive session to discuss personnel matters. Motion carried.

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

ADJOURNMENT:

Motion to adjourn meeting at 9:44 pm by Lynette Crawford with second by Jessica Baker. Motion carried.

NEXT MEETING: November 18, 2024 at 6:30 PM