

Haxton Memorial Public Library
Board of Trustees Meeting
June 17, 2024

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

CALL TO ORDER:

Meeting called to order at 6:46 pm

ADOPTION OF THE AGENDA:

Motion by Lynette Crawford with second by Denise DiMatteo to adopt the agenda for June 17, 2024.
Motion carried.

APPROVAL OF THE MINUTES AND FINANCIAL REPORT:

APPROVAL OF SECRETARY'S REPORT:

Motion by Denise DiMatteo with second by Janet Klotzbach to approve May 14, 2024 minutes.
Motion carried.

TREASURER'S REPORT:

May month end report shows \$4,672.13 in old checking account. \$64,498.78 in old savings account. \$156,675.27 in new checking account. \$3.85 in new savings account. Treasurer's report accepted.

APPROVAL OF THE PAYMENT OF THE BILLS:

Bills for June total \$4,554.05. Motion by Lynette Crawford with second by Janet Klotzbach to pay June bills. Motion carried.

PUBLIC COMMENTS:

None at this time.

CORRESPONDENCE:

Kim Gibson sent a thank you note to Chester Gabriel for donating a new historical book to the library.

OFFICERS' REPORTS:

Lynette Crawford spoke with the bank about the new account. Treasurer added to the new account.

MANAGER'S 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: Lawyer requested a copy of the Charter to rectify the EIN.
- POLICIES REVIEW & APPROVAL: None at this time.
- RETIREMENT: No update at this time.

- CREDIT CARD: Credit card sent and received. Card needs to be in the library manager's name. They will send out a second one.
- NEW HOURS: Kim Gibson reports positive feedback and increased attendance for new hours. She will continue to track attendance numbers.
- 2ND GRADE FIELD TRIP: It was a success. Kim Gibson is in contact with the school to plan more trips.

NEW BUSINESS:

- SUMMER READING UPDATE - CARNIVAL: Flyers passed out at the school. The library recorded a Loom and sent out to parent portal and posted to the library website and Facebook. Library volunteers and board members will meet at 6:00 pm to help set up.
- RICHTER'S DONATION (LETTER): Motion to accept \$2000 donation from the Richter's for purchase of books by Lynette Crawford with second by Denise DiMatteo. Motion carried.
- LIBRARY ADVENTURE MAP (NIOGA): Nioga sent out an adventure map to all libraries to encourage patrons to visit other libraries within the system. The libraries of Genesee county will donate prizes for a raffle basket for patrons who visit locations within Genesee county. Motion to approve purchase of gift certificate in an amount up to \$50 to donate to the raffle basket by Lynette Crawford with second by Denise DiMatteo. Motion carried.
- ROCHESTER SCIENCE MUSEUM MEMBERSHIP: Kim Gibson received a letter from the museum inviting the library to participate in a library membership program. The cost is \$120/year for 2 adults and any children under 18 in the household. The checkout time is for 1 week and would only be for patrons of Haxton Memorial Public Library. It is similar to the Empire program offered to libraries for access to state parks. Motion to purchase a membership for \$120 by Carol D'Alba with second by Lynette Crawford. Motion carried.
- NATIONAL GRID (LIGHTS): National Grid sent a representative to tour the building and create a quote to replace the old lights.
- CALENDAR DATES: Motion to approve the library holiday schedule from July 1, 2024 through June 30, 2025 by Jessica Baker with second by Carol D'Alba. Motion carried.

NEXT MEETING: July 15, 2024 at 6:30 PM

Motion to adjourn meeting at 8:41 pm by Carol D'Alba with second by Jessica Baker. Motion carried.