

Haxton Memorial Public Library
Board of Trustees Meeting
April 21, 2025

PRESENT: Kim Gibson, Carol D'Alba, Denise DiMatteo, Lynette Crawford, Jessica Baker, Janet Klotzbach, Lisa Erikson, Tom Bindeman, Justin Staebell

ABSENT:

CALL TO ORDER:

Meeting called to order at 6:30 pm

ADOPTION OF THE AGENDA:

Motion by Janet Klotzbach with second by Lynette Crawford to adopt the agenda for April. Motion carried.

APPROVAL OF THE MINUTES AND FINANCIAL REPORT:

APPROVAL OF SECRETARY'S REPORT:

Motion by Lynette Crawford with second by Denise DiMatteo to approve March 25, 2025 minutes with changes. Motion carried.

TREASURER'S REPORT:

March month end report shows \$201,74.58 in the checking account. \$68,959.25 in the savings account. Motion by Denise DiMatteo with second by Jessica Baker to accept Treasurer's report/financial report. Motion carried.

APPROVAL OF THE PAYMENT OF THE BILLS:

Bills for April total \$6150.19. Motion by Denise DiMatteo with second by Janet Klotzbach to pay April bills. Motion carried.

PUBLIC COMMENTS:

None at this time.

OFFICERS' REPORTS:

None at this time.

CORRESPONDENCE:

None at this time.

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:

- **PETITION OF DISSOLUTION:** Lisa Erikson, Tom Bindeman and Justin Staebell were present to facilitate the board signing of documents. Lisa Erikson will notarize the documents. After signing, they left meeting at 6:47 pm. A letter will be sent to the town of Oakfield.
- **RETIREMENT-UPDATE/STANDARD WORK DAY RESOLUTION (SIGN):** The standard work day can be no less than 6 hours. The board set standard hours for library staff. The library manager's work day is 7 hours. The library clerk's work day is 6 hours. The groundskeeper's work day is 6 hours. Motion to establish these standard work day hours by Denise DiMatteo with second by Carol D'Alba. Motion carried.
Motion to approve Jessica Baker as the library board clerk by Lynette Crawford with second by Carol D'Alba. Motion carried.
The library board clerk signed the document.
- **ANNUAL DINNER (MAY 21, 2025):** Staff members and board members will attend.
- **BUDGET (7/25-6/26):** Proposed budget of \$195,738 for the fiscal year 7/25 - 6/26. Motion to adopt the 2025-2026 budget in the amount of \$195,738 by Carol D'Alba with second by Jessica Baker. Motion carried.

NEW BUSINESS:

- **COMPUTER QUOTES (JUSTIN):** 3 new computers will cost \$681/piece for a total of \$2,043. 3 Office standards total \$120 and 3 hdmi cords total \$19.50. Motion to approve purchase of 3 new computers, Office standard and hdmi cords totalling \$2,182.50 by Jessica Baker with second by Denise DiMatteo. Motion carried.
- **OACS FIELD TRIP:** Kim Gibson set up a field trip for May 21, 2025 from 9:15-10:15 for the first graders at Oakfield-Alabama Elementary School. The second graders will tour the library the same day. Kim will send library card applications to the school for students to fill out beforehand. She will have freebies and flyers to pass out to students.
- **RICHTER'S VOLUNTEERING:** The Richter's would like to host a volunteer Sage program (delivering books to homebound individuals). Janet Klotzbach will find more information on this program. Kim Gibson will ask the Richter's about other ways to volunteer.
- **LIABILITY INSURANCE INQUIRY:** Kim Gibson contacted the insurance company to see if the library's insurance will increase. The insurance representative estimated a 10% increase.

ADJOURNMENT:

Motion to adjourn meeting at 8:30 pm by Lynette Crawford with second by Denise DiMatteo.
Motion carried.

NEXT MEETING: May 19, 2025 at 6:30 PM