

Haxton Memorial Public Library  
Board of Trustees Meeting  
November 17, 2025

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

CALL TO ORDER:  
Meeting called to order at 6:37 pm

ADOPTION OF THE AGENDA:

Motion by Denise DiMatteo with second by Lynette Crawford to adopt the agenda for November with changes. Motion carried.

APPROVAL OF THE MINUTES AND FINANCIAL REPORT:

APPROVAL OF SECRETARY'S MINUTES:

Motion by Lynette Crawford with second by Denise DiMatteo to approve October 20, 2025 minutes. Motion carried.

TREASURER'S REPORT:

October month-end report shows \$120,419.84 in the checking account. \$79,285.73 in the savings account. Motion by Jessica Baker with second by Denise DiMatteo to accept Treasurer's report/financial report. Motion carried.

APPROVAL OF THE PAYMENT OF THE BILLS:

Bills for November total \$8,695.16. Motion by Jessica Baker with second by Lynette Crawford to pay November bills with changes. Motion carried.

PUBLIC COMMENTS:

None at this time.

OFFICERS' REPORTS:

CORRESPONDENCE:

- Nioga - Youth Services Grant - \$210
- Nioga - Adult Services Mini Grant - \$220
- Donation from Michael Vickner - \$100 (in memory of Charlene Mabon)

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:

- RETIREMENT-UPDATE: The meeting took place without a resolution to the issue. Kim

Gibson will follow up with next steps/paperwork.

- NEW YORK STATE CONSTRUCTION GRANT 2025-2026 (RECEIVED A NEW VENDOR ID) AND NOTIFIED JULIA - DIVISION OF LIBRARY DEV.: All necessary paperwork turned in.
- INGRAM NEW BOOK SUPPLIER/AMAZON ORDERS TO COVER BACK ORDERS: Ingram account is up and running. Kim Gibson is utilizing Amazon and Ingram to place book orders.
- SNOW REMOVAL (FAVA BROTHERS): Kim Gibson signed a contract with Fava Brothers for shovelling. The library must provide its own salt.
- GOART GRANT 2026: Kim Gibson submitted the grant application on October 24, 2025.
- CHARTER INFORMATION: The charter must be returned to the state to correct the date. They also need the provisional charter. The absolute charter will be issued 5 years after the provisional charter date.

#### NEW BUSINESS:

- CHRISTMAS IN THE PARK: Kim Gibson will participate and represent the library in this program. The event will take place on December 6, 2025 from 9 am - 1 pm. Kim will stay late on this date to participate in the event.
- COMPUTERS INSTALLATION - 10/23 JUSTIN GENTER FROM NIOGA INSTALLED 3 PATRON COMPUTERS: The new computers were installed.
- MILLENNIUM INSTALLED SOFTWARE/OFFICE SOFTWARE FOR STAFF COMPUTERS: The free Microsoft software will discontinue at the end of January. The library will need to pay to install new software on the two circulation computers and the manager's computer. Discussed using free software like Google Docs or LibreOffice. This issue was tabled for later discussion.
- STAFF EVALUATIONS: Kim Gibson distributed the self-evaluations to staff. She will make time to meet with each staff member to discuss. She will bring forms to the December meeting.
- VARIANCE REQUEST: Motion to file the variance on Kim Gibson's behalf by Lynette Crawford with second by Denise DiMatteo. Motion carried.
- INVESTMENT OPPORTUNITY: No updates at this time.
- STAFF CHRISTMAS LUNCH (DECEMBER): Kim Gibson plans to take the staff to the Caryville Inn.
- TRUSTEE TRAINING: Carol D'Alba will send in the forms.

#### ADJOURNMENT:

Motion to adjourn meeting at 7:26 pm by Denise DiMatteo with second by Lynette Crawford.  
Motion carried.

NEXT MEETING: December 15, 2025 at 6:30 PM