

Haxton Memorial Library  
Board of Trustees Meeting  
March 10, 2021

PRESENT: Kim Gibson, Carol D'Alba, Denise Dimatteo, Dan Groth, Jessica Baker, Justin Staebell, Carol Glor (representing the town of Oakfield)

Meeting called to order at 7:52 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Dan Groth with second by Denise Dimatteo to approve February 10, 2021 meeting minutes. All in favor. Motion carried.

TREASURER'S REPORT: February month end report shows \$110,796.69 in checking. \$82,311.93 in savings. Motion by Denise Dimatteo with second by Jessica Baker to approve February treasurer's report. All in favor. Motion carried.

Bills for March total \$1,556.98. Motion by Justin Staebell with second by Dan Groth to approve payment of bills. All in favor. Motion carried.

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

- JUSTIN (DONATION APPEAL UPDATE): Justin will use Easter break to get presentation (letters, ppt) out to potential donors.
- DOLLAR GENERAL GRANT: Submitted on 2/11/21 by email.
- ANNUAL REPORT: Kim Gibson completed and submitted on 2/27/21 to Nioga. Nioga will send to NY state. Motion by Dan Groth with second by Justin Staebell to approve the annual report. All in favor. Motion carried.
- PANDEMIC OPERATIONS PLAN: NY state does not require a negative test to return to work – removed from plan. A letter from the Dept. of Health can be used instead. Kim Gibson will make these changes to the plan. Motion by Denise Dimatteo with second by Justin Staebell to approve the pandemic operations plan. All in favor. Motion carried. A copy will be kept on site.

NEW BUSINESS

- DONATION (RUTH ZENTZ): \$100 donation for children's books or christian fiction.

NEXT MEETING: April 14<sup>h</sup> at 6:30 pm.