

Haxton Memorial Public Library  
Board of Trustees Meeting  
February 13, 2024

PRESENT: Kim Gibson, Director, Trustees: Carol D'Alba, Denise DiMatteo, Lynette Crawford, Janet Klotzbach. Absent: Trustee Jessica Baker

Meeting called to order at 5:40 pm

APPROVAL OF SECRETARY'S REPORT:

Reorganization minutes from 1/10/2024 were reviewed. Motion by Trustee Klotzbach to approve with recommended change. Seconded by Denise DiMatteo. Motion carried.

Minutes from January Board Meeting reviewed and suggested changes to be made and submitted for approval.

TREASURER'S REPORT: January month end report shows \$21,277.91 in checking. \$84,493.76 in savings. Motion by Denise DiMatteo with second by Janet Klotzbach to accept January report. Motion carried.

Bills for February total \$10,923.85. Motion by Janet Klotzbach and second by Denise DiMatteo to pay February bills. Motion carried.

MANAGER'S REPORT: As submitted by Kim Gibson, Library Manager, and on file at the library office. The report highlights attendance for Adult and Children's programs throughout the month and various activities in support of the library.

ORGANIZATIONAL UPDATES:

- Attorney - Robert Schofield, Esq.- No update available regarding progress to fix the EIN. Await update on the building transfer from the Town.
- Bank Accounts - Accounts are open and next step is to arrange the transfer of the tax monies with the school district.
- Charter - Received on 2/6/2024
- Treasurer - the role is being explored with a couple of people. Details of the process to be reviewed with Lynette Crawford and Kim Gibson if accepted.
- The Bylaws - were passed on 7/31/2023 need to be updated with the Charter date December 12, 2023 and posted to the website.
- Library Policies- The board needs to begin work on new policies that will be posted on the library website as they are adopted. Denise DiMatteo and Janet Klotzbach will review the current policies and recommend steps forward.

## OLD BUSINESS

- COMMUNITY DEVELOPMENT BLOCK GRANT: The goal is to obtain grant funds to bring the Library into ADA compliance. The search continues to identify a grant administrator.
- INSURANCE - Utica National estimates that the building will need to be insured for \$2.09 million and the premium would be \$1,725 annually. Current Liability insurance is with Utica National.
- TRUSTEE EMAILS - No update on WIK availability of email. Google domain name still available.
- CARYVILLE - Pledges of \$3,370 were raised. A \$500 check from Boston Deli was received. Thank you notes to be sent.
- MJ Mechanical - The town cancelled the contract with MJ Mechanical for the library on 12/19/2023. The firm provides annual inspection of the HVAX/Boiler. Contract approximately \$1,350. Janet Klotzbach to reach out to the Town regarding past inspection information received.

## NEW BUSINESS

- ROOF LEAK - The town assisted with addressing the issue of water from the roof, they believe it was snow that had blown into a vent.
- POLICIES - Staff has requested that the Board prioritize the drafting of the Patron Policy due to issues with some individuals and to ensure they can address these issues with confidence.
- RETIREMENT- No update. Lynette Crawford to send charter to ERS.
- CHILDREN'S LIBRARY CLERK - Amy Joslyn resigned her position. A search for a replacement is being conducted.
- NEW HOURS/ADDITIONAL STAFF - New Hours to meet the 35 hour requirement were proposed by Kim. Summer hours to be determined. Her goal is to have 2 people scheduled per shift and to begin March 1. Updates to signage and website to follow.

MONDA	TUESD	WEDNESD	THURSDA	FRIDAY	SATURDA	SUNDAY
Y	AY	AY	Y		Y	
9-5	1-8	9-3	1-8	1-5	9-12	CLOSED

- PAYROLL - Staff raises of 3% retroactive to 1/1/2024 was proposed and scheduled to be in the next payroll date.. Motion by Lynette Crawford, second by Denise DiMatteo. Motion passed.
- RUG CLEANING/WINDOWS/CLEANING SERVICE - Kim to reach out to various vendors to obtain quotes for cleaning services.

- ANNUAL REPORT - Report to be submitted March 1. Lisa from NIOGA assisted in reporting during this transitional year end.
- ERTC CREDIT - The accountant applied for ERTC credit.
- MEETING TIME CHANGE: Future board meetings will be the second Tuesday of each month at 6:00 pm. All meetings will be posted on the library website.

NEXT MEETING: TUESDAY, April 9th at 6:00 PM

Meeting adjourned at 8:09 PM.