

Haxton Memorial Library  
Board of Trustees Meeting  
January 10, 2024

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

Meeting called to order at 6:35 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Jessica Baker with second by Janet Klotzbach to approve December 12, 2023 zoom meeting minutes with recommended changes. Motion carried.

Motion by Denise DiMatteo with second by Janet Klotzbach to approve December minutes. Motion carried.

TREASURER'S REPORT: December month end report shows \$28,270.48 in checking. \$84,492.32 in savings. Motion by Denise DiMatteo with second by Janet Klotzbach to accept December report. Motion carried.

End of year (2023) bills total \$5,788.54. Motion by Jessica Baker with second by Janet Klotzbach to pay end of year bills. Motion carried.

Bills for January total \$3,006.99. Motion by Denise DiMatteo with second by Janet Klotzbach to pay January 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 programs throughout the month and various meetings attended in support of the library.

OLD BUSINESS

- **LAWYER UPDATE:** The lawyer made a mistake in filing for a new ein – registered as a for – profit entity; need to change to a nonprofit. He is in the process of fixing this mistake. The lawyer advised that the 501c3 status is redundant because the library is already tax free.
- **GO ART GRANT:** Haxton library received a \$5,000 grant for the 2024 year. Kim Gibson and Jessica Baker completed the 2023 end of year report and sent it to the Go Art council.
- **ADA GRANT UPDATE (JANET):** There are enough funds in the savings account to cover the \$37,000 grant application fees. If the library does not receive the grant this year, LaBella would refile for us the following year. Questions to receive answers for before a decision will be made include: What is the cost to refile if not approved this year? Who are LaBella's competitors? What other projects in the area do they oversee? What are the challenges when implementing this grant/renovation? Who will deal with these challenges? What will the impact be on the library's ability to serve patrons during the renovation? What is the time-frame?

A special meeting is needed to discuss answers to these questions and vote on this grant.

## NEW BUSINESS

- **EMAIL FOR LIBRARY:** Board members need dedicated library email addresses. Carol D'Alba bought the google domain haxtonlibrary.com. Emails through this domain will be \$6/email per month. Another option is to go through wix.com (current library website domain). The library currently pays \$349.92 per year for this domain. Kim Gibson will find out if emails are available through it.
- **BANK UPDATE:** Darian Knight is the bank contact person. Carol D'Alba will continue to work on getting the new account set up.
- **INSURANCE (FORM TO FILL ABOUT NAME CHANGE):** Utica has the new ein and name. ERM14 form needs to be filled out with the new name. The account has both the old and new names on it for now to make sure everything is covered during the transition period. Liability, disability and worker's comp are through Lawley.
- **FFRPL GRANT REPORT (CAROL SIGN):** Carol D'Alba will sign the report.
- **PASS OUT PAPERWORK:** Paperwork on 2024 holidays, meetings, and board member contact information was passed out.
- **FUTURE BOARD MEETING DATE/TIME CHANGE?:** Future board meetings will be the second Tuesday of each month at 5:30 pm. All meetings will be posted on the library website.
- **KIM OFF 1/29 – 2/1:** Kim Gibson will be off January 29 – February 1.

NEXT MEETING: February 13<sup>th</sup> at 5:30 PM

Meeting adjourned at 8:09 PM.