

Haxton Memorial Public Library
Board of Trustees Meeting
May 14, 2024

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

Meeting called to order at 6:00 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Denise DiMatteo with second by Lynette Crawford to approve April 9, 2024 minutes. Motion carried.

TREASURER'S REPORT:

April month end report shows \$1,572.96 in old checking account. \$74,497.66 in old savings account. \$156,845.78 in new checking account. \$3.85 in new savings account. Motion by Jessica Baker with second by Denise DiMatteo to accept April report with note that the new savings account balance needs to be corrected. Motion carried.

Bills for May total \$8,432.90 Motion by Denise DiMatteo with second by Janet Klotzbach to pay May 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/BUILDING UPDATE:** EIN paperwork signed and filed. Title filed and receipt received for building transfer. Genesee County received payment for title transfer paperwork. Liability insurance will be acquired.
- **REGISTRATION EMAIL FROM THE STATE:** Kim Gibson received an email stating that the state has received the library's charter. The library has until December 12, 2024 to file paperwork with the state – registration form, policies, legal name, proof minimum standards have been met. Registration is required to receive tax funds.
- **POLICIES REVIEW AND APPROVAL:** Motion to approve the following policies with indicated changes by Denise DiMatteo with second by Lynette Crawford: 800.06 Fines and Fees Waiver, 800.07 Gifts and Donations, 800.09 Credit Card. Motion carried.
- **APPROVAL OF MARC WILDER FOR THE GROUNDSKEEPER POSITION:** Kim Gibson added the civil service position of groundskeeper to the library on May 2, 2024 with pay of \$20/hour. A time sheet will be submitted each month. Motion to create the position of groundskeeper for Haxton Memorial Public Library by Lynette Crawford with second by Denise DiMatteo. Motion carried. Motion to approve Marc Wilder to the position of groundskeeper by Jessica Baker with second by Lynette Crawford. Motion carried.

- EMAIL ACCOUNTS: Each board member will create a gmail account using the following format: first initial last name.haxton@gmail.com These emails will be used for all library business moving forward.
- CREDIT CARD APPLICATION APPROVAL: Motion by Lynette Crawford with second by Janet Klotzbach to submit a credit card application for use by library manager for library materials. Motion carried.
- NIOGA DINNER (BASKET): Board members and the library manager will attend the Nioga dinner on May 23, 2024. Carol D'Alba will put together a basket for the raffle.
- NEW HOURS (MAGNETS/BOOKMARKS): Motion to authorize expenditure not to exceed \$300 from budget line 7410.434 (publicity) for magnets with the new hours by Lynette Crawford with second by Denise DiMatteo. Motion carried. Erica Gibson's graphic design class will create bookmarks with the new hours.

NEW BUSINESS:

- MJ MECHANICAL MAINTENANCE RESULTS: MJ Mechanical performed routine preventative maintenance on the A/C units. Informed library manager that the equipment is old and future repairs will be expensive. Library will continue to use these units until they are no longer functioning. Kim Gibson will look into grants to help replace the old units when the time comes. Carol D'Alba will have a mechanical engineer come look at the units and advise on cost to replace.
- NEW CHILDREN'S CLERK: Motion to approve Jennifer Baker, Olivia Burkhardt and Olivia Tobias as library clerks by Jessica Baker with second by Lynette Crawford. Motion carried.
- STAFF HOURS UPDATE: Kim Gibson advised on breakdown of staff hours with new employees.
- SPECIAL LEGISLATURE GRANT (HAWLEY): The library received \$2,857 from Steve Hawley. Kim Gibson will send a thank you note.
- VOLUNTEER FORM: There is no need for new volunteers at this time.
- REVISIT BOARD MEETING DAY/TIME: The new library hours will necessitate a change in meeting day and time. Motion to approve board meetings for the third Monday of each month at 6:30 pm by Lynette Crawford with second by Carol D'Alba. Motion carried.
- BANK ADMINISTRATOR: Motion to approve Lynette Crawford as the online bank administer by Janet Klotzbach with second by Denise DiMatteo. Motion carried.

NEXT MEETING: June 17, 2024 at 6:30 PM

Motion to adjourn meeting at 8:17 pm by Lynette Crawford with second by Janet Klotzbach. Motion carried.