

Haxton Memorial Public Library
Board of Trustees Meeting
October 20, 2025

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

ABSENT:

CALL TO ORDER:

Meeting called to order at 6:31 pm

ADOPTION OF THE AGENDA:

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

APPROVAL OF THE MINUTES AND FINANCIAL REPORT:

APPROVAL OF SECRETARY'S MINUTES:

Motion by Denise DiMatteo with second by Lynette Crawford to approve September 15, 2025 minutes with changes. Motion carried.

TREASURER'S REPORT:

September month end report shows \$129,209.40 in the checking account. \$79,279.00 in the savings account. Motion by Janet Klotzbach with second by Denise DiMatteo to accept Treasurer's report/financial report. Motion carried. Lynette Crawford will explore the possibility of investing money from savings for a better rate of return. She will ask NY Class to present to the board about it.

APPROVAL OF THE PAYMENT OF THE BILLS:

Bills for October total \$4,610.69. Motion by Janet Klotzbach with second by Lynette Crawford to pay October bills with changes. Motion carried.

PUBLIC COMMENTS:

None at this time.

OFFICERS' REPORTS:

Vice President of Finance

- Lynette spoke with Mark Masse from GCEDC (Genesee County Economic Development Center). He needs copies of the charter and the by laws to proceed.
- She developed a budget transfer form. The board reviewed a copy of it. Motion to approve the budget transfer form 800-A by Denise DiMatteo with second by Janet Klotzbach. Motion carried.
- She updated time sheets for library employees. The board reviewed copies of them.

CORRESPONDENCE:

- County funding checks (2) - \$3,084.81 and \$2,000
- LLSA (Local Library Service Aid) FY 2025 - \$1,440.90

- Donation from Anne Engel - \$500

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: Kim Gibson reached “Ryan”, a reporting team member, to set up a meeting with Joann Amon. A meeting has been scheduled for Wednesday, October 22, 2025.
- NEW YORK STATE CONSTRUCTION GRANT 2025-2026 (VENDOR ID, SFS): Kim Gibson submitted the grant on September 17, 2025. There were some issues with the library’s EIN and confusion over what additional forms are needed. Kim Gibson is working diligently on it.
- BOARD POLICY REVIEW 700: Kim Gibson brought up some concerns and discussed with the board. The board reviewed a proposed procedure for staff concerns.

NEW BUSINESS:

- BAKER & TAYLOR: They will close operations by the end of December. Kim Gibson set up a meeting for an account with Ingram. The back orders with Baker & Taylor will not be fulfilled. Kim Gibson is working to order some of these items from Amazon. Motion to approve the purchase of books from Amazon by Carol D’Alba with second by Janet Klotzbach. Motion carried.
- COMPUTERS INSTALLATION DATE: They are being installed this week.
- NATIONAL GRID (NEW METER): National Grid wants to install the new meter.
- LONG DISTANCE CHANGE (OSG CONTRACT): AT&T is cancelling long distance. Kim Gibson applied to OSG to transfer services and was approved.
- SNOW REMOVAL: Fava brothers provided a quote for shoveling for the season (November - March) at \$1,800 - \$2,250. Kim Gibson will get another quote from Genesee Pest Control to compare. She will also ask the Schoolhouse Manor who they use for shoveling. Motion to approve expenditure up to \$2,250 for snow removal up to 2 inches by Denise DiMatteo with second by Lynette Crawford. Motion carried.
- GOART GRANT: Kim Gibson will submit by the end of the week.
- TRUSTEE EDUCATION ACTIVITIES RECORD FY 2024: The board completed it and Carol D’Alba has the certificates.
- MANAGER’S VACATION TIME (11/3, 11/4, 11/5, 11/6, 11/10): Motion to approve the manager’s days off (11/3, 11/4, 11/5, 11/6, 11/10) by Janet Klotzbach with second by Lynette Crawford. Motion carried.

ADJOURNMENT:

Motion to adjourn meeting at 8:17 pm by Denise DiMatteo with second by Janet Klotzbach.

Motion carried.

NEXT MEETING: November 17, 2025 at 6:30 PM