

Haxton Memorial Public Library
Board of Trustees Meeting
March 16, 2026

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

CALL TO ORDER:

Meeting called to order at 6:35 pm

ADOPTION OF THE AGENDA:

Motion by Carol D'Alba with second by Denise DiMatteo to add Pilot Programs to new business. Motion carried. Motion by Denise DiMatteo with second by Janet Klotzbach to adopt the agenda for March. Motion carried.

APPROVAL OF BOARD MINUTES:

Motion by Janet Klotzbach with second by Lynette Crawford to approve February 18, 2026 minutes with changes. Motion carried.

TREASURER'S REPORT:

February month-end report shows \$77,334.40 in the checking account. \$79,317.89 in the savings account. \$150,000.00 in certificates of deposit. Motion by Denise DiMatteo with second by Janet Klotzbach to accept Treasurer's report/financial report. Motion carried.

APPROVAL OF THE PAYMENT OF THE BILLS:

Bills for March total \$5,113.13. Motion by Lynette Crawford with second by Denise DiMatteo to pay March bills. Motion carried.

PUBLIC COMMENTS:

None at this time

OFFICERS' REPORTS:

Vice President of Finance: Lynette Crawford received an email from bank representative that the savings account interest was raised by 1.5%.

CORRESPONDENCE:

None at this time

LIBRARY MANAGER REPORT:

- As submitted by Kim Gibson, Library Manager, and on file at the library office. The report highlights program attendance throughout the month and the various meetings attended in support of the library.
- Monthly Revenue Reporting: As submitted by Kim Gibson, Library Manager, and on file at the library office.

OLD BUSINESS:

- **RETIREMENT-UPDATE:** Kim Gibson continues to work on this issue. The board recommended she send a certified letter to Colleen Gardner, Executive Deputy Comptroller, detailing the issues. Lynette Crawford will help craft this letter.
- **POLICY REVIEW:** The board reviewed and revised the library policies listed below.
Reviewed policies include: 100.01 – Circulation Jan. 31, 2026, 200.01 – Collection Development Jan. 31, 2026, 200.02 – Copyright Policy Jan. 31, 2026, 200.03 – Local History Policy Jan. 31, 2026, 300.02 – Exhibit/Posting Jan. 31, 2026, 300.03 – Meeting Space Policy Jan. 31, 2026, 300.04 – Outside Space Use Policy Jan. 31, 2026, 500.03 – Equity, Diversity and Inclusion Statement Jan. 31, 2026, 500.05 – Training Mandates Jan. 31, 2026, 500.06 – Removal of Trustee Jan. 31, 2026, 600.03 – Freedom of Information Law (FOIL) Jan. 31, 2026, 600.05 – Sustainability Jan. 31, 2026, 700.01 – Harassment, Bullying and Sexual Harassment Policy Jan. 31, 2026, 800.02 – Claims Audit Process Feb. 1, 2026, 800.04 – Fund Balance & Reserves Feb. 1, 2026, 800.06 – Fines and Fee Waiver Feb. 1, 2026, 800.13 – Disposition of Surplus Property Feb. 1, 2026

Revised policies include: 300.01 – Accessibility/ADA Statement Feb. 18, 2026, 300.05 – Patron Code of Conduct Jan. 31, 2026, 300.06 – Patron Complaints Jan. 31, 2026, 300.07 – Programming Policy Jan. 31, 2026, 400.01 – Internet, Computer & Equipment Policy Jan. 31, 2026, 400.02 – Social Media Policy Jan. 31, 2026, 400.03 – Technology Privacy Policy Jan. 31, 2026, 500.01 – Library Board Trustee Code of Ethics/Conduct Jan. 31, 2026, 500.02 – Conflict of Interest Policy Jan. 31, 2026, 500.04 – Open Meetings Law Policy Jan. 31, 2026, 600.01 – Emergency Closing Policy Jan. 31, 2026, 600.02 – Records Retention Policy Jan. 31, 2026, 600.04 – Public Relations Jan. 31, 2026, 600.06 – Crisis Communication Plan (New policy number – moved content from public relations policy) Jan. 31, 2026, 700.02 – Personnel Policies Feb. 23, 2026, 700.03 – Personnel: Responsibilities & Benefits Feb. 23, 2026, 800.01 – Purchasing/Procurement Feb. 1, 2026, 800.03 – Budget Transfers Feb. 1, 2026, 800.05 – Banking Policy Mar. 16, 2026, 800.07 – Gifts and Donations Feb. 1, 2026, 800.08 – Investment Policy Feb. 1, 2026, 800.09 – Credit Card Mar. 16, 2026, 800.10 – Cash Handling & Petty Cash Feb. 1, 2026, 800.11 – Travel & Conference Feb. 1, 2026, 800.12 – Audit & Review Feb. 1, 2026, 800.14 – Inventory/Fixed Assets Feb. 1, 2026, 900.01 – Pandemic Policy Feb. 23, 2026, 900.02 – Continuity of Operations Plan Feb. 23, 2026, 900.03 – Safety Feb. 23, 2026

Motion to accept the reviewed and revised policies by Denise DiMatteo with second by Lynette Crawford. Motion carried.

NEW BUSINESS:

- **CREDIT CARD:** The bank needs the following to approve a library credit card: a copy of the by-laws, a motion from the minutes approving the card, and 2 years of financials. Lynette Crawford will contact the bank representative. Motion to approve the application of a credit card with a limit of \$8,000 with M&T Bank by Denise DiMatteo with second by Lynette Crawford. Motion carried.

- TAX LETTER: Kim Gibson received a letter stating that taxes are owed by the library. The letter contains erroneous information and needs to be addressed promptly. Joanne Amon needs to handle this issue.
- UNITED WAY DAY OF CARING: Amy Klos contacted Kim Gibson about sponsoring this day with Haxton Memorial Public Library on May 21 from 9 am - 3 pm. Kim suggested having these volunteers work on landscaping. The library will provide mulch for this purpose. Carol D'Alba will contact Lee Winters at Genesee Feeds for details on mulch purchase and delivery.
- BUDGET: Motion to adopt the 2026-2027 Tax Cap Override Resolution by Lynette Crawford with second by Carol D'Alba. Motion carried. Whereas, the adoption of this 2026-2027 budget for the Haxton Memorial Public Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Haxton Memorial Public Library voted and approved to exceed the tax levy limit for 2026-2027 by at least the sixty percent of the board of trustees as required by state law on March 16, 2026.

Motion to approve the resolution to adopt the 2026-2027 budget in the amount of \$239,636 with a proposed tax levy of \$219,588 by Carol D'Alba with second by Janet Klotzbach.
Motion carried.

- NIOGA NEWS: Several Nioga members are retiring. The annual dinner will be May 20, 2026 at Batavia Downs.
- PILOT PROGRAMS: Carol D'Alba contacted Chris Suozzi from GCEDC regarding money owed to the library from pilot programs. He responded, requesting articles of incorporation or library bylaws. Carol D'Alba will send him the necessary documentation. The library may need to retain a lawyer to aid in this process.

ADJOURNMENT:

Motion to adjourn meeting at 9:06 pm by Denise DiMatteo with second by Lynette Crawford.
Motion carried.

NEXT MEETING: April 20, 2026 at 6:30 PM