

Haxton Memorial Library  
Board of Trustees Meeting  
September 14, 2022

PRESENT: Kim Gibson, Carol D'Alba, Lynette Crawford, Jessica Baker, Pat Fagan, Carol Glor (representing town of Oakfield)

Meeting called to order at 6:30 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Lynette Crawford with second by Jessica Baker to approve August 2022 minutes. Motion carried.

TREASURER'S REPORT: August month end report shows \$77,910.25 in checking. \$84,469.78 in savings. Motion by Jessica Baker with second by Carol D'Alba to approve August report. Motion carried.

Bills for September total \$5,251.95. Motion by Lynette Crawford with second by Jessica Baker to pay September 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

- **TALENTED THURSDAYS:** 57 people attended the Dave Ruch performance. 13 people attended the teen mosaic art night. The Genesee Symphony Orchestra will present a “meet the instruments” night on 9/15 at Oakfield town hall. An adult fall craft is scheduled for 10/6. The improv group Defiant Monkey will perform on 10/20. An adult ornament and card making program is scheduled for 11/17. A “build a stuffed giraffe” program is scheduled for 11/3.
- **CLERK UPDATE:** Kim Gibson trained Tiffany Gould in her clerk duties. She is doing a good job.
- **SUMMER READING (ENDING STATS):** Amy Joslyn submitted a report detailing attendance numbers, circulation and minutes read during the summer reading program. Overall it was a success!
- **ALZHEIMER'S & DEMENTIA WORKSHOP DATES:** 2 dates have been scheduled for these workshops: 12/13/22 at 2 PM and 2/9/23 at 6:30 PM. The library will provide free advertising for these workshops.
- **GENESEE COUNTY FINE FREE:** Kim Gibson provided a letter to board members from the Nioga trustees that explains the benefits of going fine free. Tom Bindeman provided clarification on how this would effect library circulation. Patron accounts will be cleared of past fines for overdue books. Patrons will still be charged for lost or damaged materials. The

Nioga system will still send due dates and overdue notices – at 3 weeks overdue, 6 weeks overdue, and considered lost at 9 weeks. The fine free trial period will last 3 months instead of 6 months starting October 1 – December 31. Kim Gibson and library clerks will keep track of the number of lost items that get returned. Motion to approve a 3 month fine free trial period for Haxton Memorial Library by Lynette Crawford with second by Jessica Baker. Motion carried.

## NEW BUSINESS

- **GO ART WORKSHOP AT HAXTON ON SATURDAY 9/17 FROM 10 AM-12 PM:** Jessica Baker and Kim Gibson will attend this workshop.
- **PAT'S UPDATE:** Pat Fagan distributed an update on the library restructuring process with completed tasks, upcoming tasks, press releases and overall key messages. She would like to take head shots of board members at an upcoming meeting to post on the library website along with a short blurb about each member. She will check the website links and calendar images to ensure they are functioning correctly. Signs advertising free wifi at the library will be posted soon.
- **LABOR DAZE (BASKETS):** The library table was a great collection point for local email addresses.
- **CYBER LIABILITY QUOTE:** The library's insurance representative offered a cyber liability package. This insurance is not needed.
- **FORM I-9 EMPLOYMENT ELIGIBILITY?:** This form verifies that an employee is certified to work in this country. Tiffany Gould completed it and Kim Gibson and Amy Joslyn will also need to complete it.
- **2023 BUDGET PLANS:** The town of Alabama will give the library the full amount of \$5,000 that they have in recent years. The town of Oakfield will not give the full amount for the next fiscal year due to “special district” issues. They have decided to fund the library half of what they did in 2022 - \$40,000 with \$6,142 for retirement. If the restructuring vote passes, excess funds from the town would be an issue because they were collected for library purposes only. However, the library cannot operate on a budget of \$40,000 from January to November. A large portion of the library's savings are bequeathed from wills and can only be used for the purpose specified by the donor. Therefore the library cannot use them for daily operating costs when next year's \$40,000 runs out.

There is confusion over how the library's fiscal year will be structured following a successful vote. The school fiscal year runs July through June. The town's fiscal year runs January through December. The town is assuming that the library will switch to the school district's fiscal year and funds would overlap. However, even following a successful vote, the library would not receive funds from the school district till November at the earliest. This would leave the library with no funds from July through November, a period of 5 months.

Carol D'Alba and Lynette Crawford will conference call with the library's attorney to decide on a course of action regarding these issues. They will advise the town of Oakfield following this

discussion with the library's attorney. The town will have a public hearing for the 2023 budget in October and the budget will be set by November 10.

Carol D'Alba, Lynette Crawford and Kim Gibson will meet to draft the library's 2023 budget on 9/27 at 6 PM.

- **NOVEMBER 5 (STAFF CONFLICT):** Kim Gibson requested that the library close November 5 because all staff must be out that day. Carol D'Alba offered to cover for staff that day to keep the library open. Lynette Crawford also volunteered.
- **BOARD MEETING DATE CHANGE (KIM'S VACATION TO GRANDKIDS):** The board will meet October 5 at 6:30 PM. Board members will meet on October 11 at 5 PM to sign bills for the month of October.

**NEXT MEETING:** October 5<sup>th</sup> @ 6:30 PM

Meeting adjourned at 8:37 pm.