

Haxton Memorial Library
Board of Trustees Meeting
April 14, 2021

PRESENT: Kim Gibson, Carol D'Alba, Denise Dimatteo, Jessica Baker, Justin Staebell, Carol Glor (representing the town of Oakfield)

Meeting called to order at 6:36 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Denise Dimatteo with second by Jessica Baker to approve March 10, 2021 meeting minutes. All in favor. Motion carried.

TREASURER'S REPORT: March month end report shows \$105,235.32 in checking. \$84,443.86 in savings.

Bills for April total \$3,253.84. Motion by Denise Dimatteo with second by Justin Staebell to approve payment of bills. All in favor. 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

- JUSTIN (DONATION APPEAL UPDATE): Justin Staebell sent out the donation appeal to many local businesses.
- RICHTER DONATION: The Richter family donated \$2,000 to the library to buy new bestsellers. A thank you letter was sent to the family and donation information will be added to the best seller board on the wall. Nameplates can be added to books bought with this money.
- ALABAMA CHECK: \$5,000 check received. A thank you letter will be sent to the town of Alabama.
- RE CHARTER FURTHER DISCUSSION:

Carol D'Alba reached out to Byron Bergen's library. They are not using Pat Fagan's services but did send a letter to Nioga to declare their intention of rechartering as a school district library.

- Carol Glor listed the town of Oakfield's current costs for Haxton's maintenance that include: HVAC (\$1000), boiler inspection (\$105), and general maintenance (snow shoveling, salting, mowing, light bulb replacement, and trash pick up). These costs would need to be worked into any budget presented to the school board.
- The roof was replaced 13 years ago with an all metal one. The windows were replaced 6 years ago. Will not affect potential school district budget.
- A potential concern for rechartering would be making the downstairs children's room handicap accessible. This issue was looked into several years earlier and there are plans available if needed.

- A thorough property assessment should be conducted and any issues factored into the budget. A contingency fund for emergencies should also be considered.
- Carol D'Alba will email Tom Bindeman and Lisa Erickson at Nioga about what needs to be done to move forward with rechartering and how payments will be laid out for these services (Pat Fagan, lower fees). She will also contact Corfu's board about federal grants and local foundations for possible grants.
- Will vote on rechartering next month with full board present.

NEW BUSINESS

- **BOOK QUARANTINE CHANGE:** Kim Gibson attended a zoom meeting on 3/25/21 with Nioga about book quarantine protocols. New information says that the COVID virus does not last long on hard surfaces. Book quarantine will now go from 3 days to 24 hours.
- **STORY TIME/CRAFT TIME IN HOUSE UPDATE:** In person story time to resume Monday and Thursday mornings and Monday afternoons. Must sign up for slots and wear masks. Will begin Monday, May 3.
- **SUMMER READING PLANNING UPDATE:** The kickoff carnival will still happen but be down-scaled. Treats will be prepackaged and no zoo mobile this year. Check on sources for a helium tank to blow up balloons. Items for prizes/gifts/incentives are being gathered and donations are coming in slowly. The carnival will be held on June 24th and the program begins on Monday, June 28th. It will run for 6 weeks. There is no park program this year.
- **FFRPL GRANT:** Ned Davis sent info that the library will receive \$1,802.37 for the 2022 year to be used to purchase print, electronic, and audio materials.
- **COVID MINI GRANT:** The library will receive \$681 to be used for PPE supplies. Receipts for PPE purchases that date back to this past year may be submitted for reimbursement through this grant.
- **VILLAGE PLANTER REQUEST:** Carol Glor will sponsor a planter for Haxton library.
- **CHANGE HOURS ON DOOR:** The library hours sign is showing much wear and tear. Kim Gibson will contact Terry's Signs for a quote to replace the sign.
- **WINDOW CLEANING:** Kim Gibson will contact several businesses for quotes to clean the library's windows.
- **LANDSCAPING:** Carol D'Alba will contact students from Pete Bueller's class that need to fill their required volunteer hours. They can fulfill this requirement by helping out with the library's landscaping.
- **LABOR DAZE BOOTH:** Justin Staebell will look into concepts/costs for a library booth.
- **OUTSIDE STAIRS:** The concrete steps are cracked and a chunk is missing. Need to ask the town to repair them.

- ANNUAL NIOGA DINNER: The dinner will take place at Krull park on September 2, 2021.

NEXT MEETING: May 12^h at 6:30 pm.

Meeting adjourned at 7:59 PM.