

Haxton Memorial Public Library
Board of Trustees Meeting
December 15, 2025

PRESENT: Kim Gibson, Carol D'Alba, 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 Denise DiMatteo with second by Lynette Crawford to adopt the agenda for December.
Motion carried.

APPROVAL OF THE MINUTES AND FINANCIAL REPORT:

APPROVAL OF SECRETARY'S MINUTES:

Motion by Lynette Crawford with second by Janet Klotzbach to approve November 17, 2025 minutes with changes. Motion carried.

TREASURER'S REPORT:

November month-end report shows \$261,348.89 in the checking account. \$79,292.25 in the savings account. Motion by Jessica Baker with second by Denise DiMatteo to accept Treasurer's report/financial report. Motion carried.

APPROVAL OF THE PAYMENT OF THE BILLS:

Bills for December total \$3,929. Motion by Lynette Crawford with second by Denise DiMatteo to pay December bills. Motion carried.

PUBLIC COMMENTS:

None at this time.

OFFICERS' REPORTS:

- Vice-President of Finance: Lynette Crawford spoke with a representative from M&T Bank and verified the library's EIN. She inquired about moving some library funds into an investment CD. Motion to move \$150,000 into a six month investment CD with M&T Bank by Carol D'Alba with second by Denise DiMatteo. Motion carried.

CORRESPONDENCE:

- Check received from the Oakfield-Alabama School District for \$156,280.

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: Joanne Amon found another mistake regarding employee paperwork. It was rectified.
- AUTHORS NOTE: Kim Gibson met with the owners of Authors Note bookstore in Medina. They are offering local libraries discounted book ordering. Kim placed a small order to test the process. They will offer to mylar books for a small fee.
- COMPUTER OFFICE SOFTWARE INFORMATION: The paid Microsoft licenses are valid for the life of the computers. The cost remains the same regardless of the number of licenses purchased. Motion to approve purchase of Microsoft licenses and installation by Denise DiMatteo with second by Carol D'Alba. Motion carried.

NEW BUSINESS:

- VILLAGE SNOW REMOVAL: Carol D'Alba attended the village board meeting to discuss snow removal. The board voted to continue removing snow for the library. They asked for a signed Intermunicipal Shared Service Agreement.
- MINIMUM WAGE INCREASE: Minimum wage increased to \$16.00.
- STAFF EVALUATIONS: Discussed in executive session. Motion to increase Tiffany Gould and Jennifer Baker's salaries by 50 cents each and bring Olivia Tobias and Brenda Brownlie's salaries to minimum wage starting January 1, 2026 by Denise DiMatteo with second by Carol D'Alba. Motion carried.

EXECUTIVE SESSION:

Motion to move to executive session for personnel matters by Denise DiMatteo with second by Lynette Crawford. Motion carried. Motion to exit executive session by Denise DiMatteo with second by Lynette Crawford. Motion carried.

ADJOURNMENT:

Motion to adjourn meeting at 7:54 pm by Lynette Crawford with second by Denise DiMatteo. Motion carried.

NEXT MEETING: January 21, 2026 at 6:30 PM