

Haxton Memorial Library
Board of Trustees Meeting
January 13, 2021

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

Meeting called to order at 6:56 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Dan Groth with second by Justin Staebell to approve December 9, 2020 meeting minutes with change to treasurer's report of \$82,304.17 in savings and transfer from checkings to savings of \$460.00 (Anne Orłowski memorial fund) and \$3.36 in interest. All in favor. Motion carried.

TREASURER'S REPORT: December month end report shows \$47,615.83 in checking. \$82,307.67 in savings.

Bills for January total \$1,881.38. Motion by Jessica Baker with second by Justin Staebell to approve payment of bills. All in favor. Motion carried.

Approval of December and January treasurer's report tabled till February meeting.

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

- BOOK CLUB: The January meeting has been canceled. The group is eager to read the next selection, *Una Out of Control*. No date has been set for next meeting.
- SEXUAL HARASSMENT TRAINING COMPLETE: Staff and board members completed the training.
- VILLAGE SANTA STORYTIME: Kim Gibson and Jessica Baker attended the event. Kim presented a candy cane craft available for pick up at the library. It streamed on the village and library facebook pages.
- REVIEW COVID PROCEDURES/POLICY: NYLA sent notice that a new Covid plan must be complete by April 21, 2021. Kim Gibson will check on other libraries' policies. Haxton library staff who show any symptoms will stay home and get tested. Rapid tests are conducted on Tuesdays and Thursdays on route 98. If negative, staff will return to work. If positive, Department of Health will take over. Payroll will be determined on a case by case basis.
- 2021 BUDGET: The 2020 fund balance is \$2,589.78. Kim Gibson will ask Joanne Amon where the value of the difference between total revenue collected less total expenditures is showing on the balance sheet.

NEW BUSINESS

- EMAIL FROM BGN: Bergen's library has started the process of becoming a school district library. Nancy Bailey emailed Kim Gibson to invite Haxton library into this process. Both libraries will need library advocate Pat Fagan for this process at a hiring cost of \$10,000 plus legal fees. Carol D'Alba will talk with the Corful library president about this process.
- JUSTIN (DONATION APPEAL): Justin Staebell put together a donation appeal powerpoint presentation to send out to potential donors.
- CONFIRM MEETING TIME CHANGE: Motion by Jessica Baker with second by Justin Staebell to change board meeting time to 6:30 pm. All in favor. Motion carried.

NEXT MEETING: February 10th at 6:30 pm.