

Haxton Memorial Library  
Board of Trustees Meeting  
August 14, 2019

PRESENT: Kim Gibson, Anne Engel, Mike Laycock, Denise Dimatteo, Carol D'Alba, Jessica Baker, Chuck Carroll (representing the Town of Oakfield)

Meeting called to order at 7:03 pm

APPROVAL OF SECRETARY'S REPORT: Motion by Denise Dimatteo with second by Carol D'Alba to approve July 2019 minutes with change to cost of Spectrum internet upgrade from \$54.98 to \$59.98. All in favor. Motion carried.

TREASURER'S REPORT: July month end report shows \$134,487.85 in checking. \$36,284.27 in savings. Bills for August total \$4,291.89. Motion by Jessica Baker to approve treasurer's report and payment of bills. Mike Laycock second. 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

- BOOK CLUB: 14 people attended the July meeting and it was a success. The third meeting will take place September 11<sup>th</sup>.
- CHILDREN'S CLERK POSITION: Kathy Engle has been hired and approved by civil services.
- DOCUMENTS TO BE SAVED TO THE GOOGLE CLOUD: Photograph each library room and itemize the room contents. The list of documents will be discussed at the September meeting.
- SUMMER READING UPDATE: The reading beads were a success! 1722 checkouts during the program. Teen participation is up from last year with good participation from the adults as well.

#### NEW BUSINESS

- LONG DISTANCE PHONE BILL: The town has been paying this bill. The bill will be switched to the library to pay from now on.
- APPROVE NEW HOURS/DAYS FOR SEPTEMBER: New hours will be in effect September through January. Will gather feedback from patrons and reevaluate hours after January, with special attention to attendance numbers for Saturday hours. Motion by Carol D'Alba, second by Mike Laycock. All in favor. Motion carried.

- MR. MOTTS DONATION: Some ideas for use of this donation include: music performances, benches with a memorial plate, easy folding chairs and racks to hold. Continue to gather ideas.
- INSURANCE PERSONAL PROPERTY LIMIT INCREASE?: Library policy to renew at end of month with increase from \$350.24 to \$357.28. Library can increase policy without much change to the premium. Need to look at hiring an appraiser for a fee of around \$1300. Kim Gibson will find out more details.
- COUNTY FUNDING MEETING: Meeting to take place Monday at 4:30, letter sent by Kim Gibson.
- ARSL CONFERENCE 9/4 – 9/7: Kim will go to this conference, held in Burlington, Vermont.
- NYLA 11/13 – 11/16 (SARATOGA SPRINGS): Motion to send Kim Gibson to this conference by Carol D'Alba, second by Denise Dimatteo. All in favor. Motion carried.
- VOLUNTEER APPROVAL: 4-5 young people have submitted volunteer forms. Motion by Denise Dimatteo, second by Jessica Baker to approve new volunteers. All in favor. Motion carried. Kim Gibson looking to start a Junior Friends of the Library group to encourage these young people to take ownership of the library.
- ELECTRICITY FOR BETTERMENT COMMITTEE: Library will turn on circuit #10 to power outside outlet for use during Labor Daze.
- CLEANING: Kim and Scott Gibson will retire from this duty. Actively looking for a cleaning person or service with their own insurance to take over duties. Anne Engle to retire from landscaping duties outside the building. Sally will trim the bushes and Carol D'Alba may be able to help as well. Looking to clean the carpets over Columbus Day weekend. Kim will call around and get quotes from different companies.
- BOARD MEMBER: Mike Laycock will be moving out of Oakfield after October meeting. Need to fill his position.
- GOODBYE LUNCH (HAYLEY/SHILO): Will take place August 15 to thank them for their work at the library.
- WIFI ISSUES: People from the village have expressed concern with individuals using the library's wifi outside the building after hours/night time. To address this concern the library wifi will be turned off after library hours to discourage loitering.

NEXT MEETING: September 11<sup>th</sup> @ 7:00 pm

Meeting adjourned at 8:43 pm