Haxton Memorial Public Library
Board of Trustees Meeting
October 19, 2026

PRESENT: Carol D'Alba, Kim Gibson, Denise DiMatteo, Lynette Crawford, Jessica Baker, Jacqueline Williams

CALL TO ORDER:
Meeting called to order at 6:33 pm

ADOPTION OF THE AGENDA:
Motion by Jessica Baker with second by Denise DiMatteo to adopt the agenda for October. Motion carried.

APPROVAL OF BOARD MINUTES:
Motion by Denise DiMatteo with second by Lynette Crawford to approve September 24, 2026 minutes with changes. Motion carried.

TREASURER'S REPORT:
September month-end report shows $46,168.50 in the checking account. $82,453.14 in the savings account. $100,000.00 in certificates of deposit. Motion by Denise DiMatteo with second by Jacqueline Williams to accept Treasurer's report/financial report. Motion carried.

APPROVAL OF THE PAYMENT OF THE BILLS:
Bills for October total $6,047.98. Motion by Lynette Crawford with second by Jacqueline Williams to pay October bills. Motion carried.

PUBLIC COMMENTS:
None at this time

OFFICERS' REPORTS:
None at this time.

CORRESPONDENCE:
- Check donations from patrons (listed on Revenue Report)

LIBRARY MANAGER REPORT:
- As submitted by Kim Gibson, Library Manager, and on file at the library office. The report highlights program attendance throughout the month and the various meetings attended in support of the library.

    - Monthly Revenue Reporting: As submitted by Kim Gibson, Library Manager, and on file at the library office.
    - Circulation Report: As submitted by Kim Gibson, Library Manager, and on file at the library office.

UNAPPROVED

OLD BUSINESS:

- SNOW REMOVAL: Carol D'Alba sourced another business for snow removal with a better rate. Motion to approve AM Snowplowing and Landscaping for snow removal for November 1, 2026 - March 1, 2027 for $1100 pending a contract by Jacqueline Williams with second by Lynette Crawford. Motion carried. Motion to approve the hire of William Baker to shovel snow at $16/hour pending approval by civil service by Lynette Crawford with second by Jacqueline Williams . Motion carried.

- CHARITIES BUREAU (CAROL - APPLY FOR LETTER TO IRS): The library does not have a formal letter from the IRS about its tax exempt status. The library does have automatic tax exempt status and does not need a letter.

- CHRISTMAS TREES: The town of Oakfield will place trees on library property this year.

- NYSLRS - (LYNETTE UPDATE): No update at this time.

NEW BUSINESS:

- SEXUAL HARASSMENT TRAINING (BOARD UPDATE): Board members will complete the training.

- GOART GRANT APPLICATION PROGRESS: The deadline to submit applications is October 30, 2026. Kim Gibson is working to complete the application.

- BASEMENT BACKROOM STORAGE: The library needs to remove the old folding chairs to free up space. Kim Gibson will look to donate them.

- PROGRAM SURVEY QR CODE: The library has a new QR code to gather surveys on library programs.

- KIM'S VACATION (TIME OFF) 11/5, 11/9, 11/10, 11/12: Kim Gibson will be on vacation 11/5, 11/9, 11/10, 11/12.

ADJOURNMENT:
Motion to adjourn meeting at 7:19 pm by Lynette Crawford with second by Denise DiMatteo. Motion carried.

NEXT MEETING: November 16, 2026 at 6:30 PM

UNAPPROVED