

Haxton Memorial Library
Board of Trustees Meeting
December 9, 2020

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

Meeting called to order at 6:39 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Dan Groth with second by Jessica Baker to approve November 9, 2020 meeting minutes. All in favor. Motion carried.

TREASURER'S REPORT: November month end report shows \$69,614.81 in checking. \$82,304.17 in savings.

Motion by Denise Dimatteo to approve transfer of \$463.36 (\$460.00 to Anne Orłowski memorial fund + 3.36 in interest) into savings. Second by Dan Groth. All in favor. Motion carried.

Bills for December total \$15,653.18. Motion by Denise Dimatteo to approve treasurer's report and payment of bills. Jessica Baker 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

- 2021 BUDGET: The library will make maintenance of effort this year; unsure for next year. Motion by Denise Dimatteo to approve the 2021 budget. Second by Dan Groth. All in favor. Motion carried. Motion by Dan Groth to approve a 3% salary raise for the library manager. Second by Denise Dimatteo. All in favor. Motion carried.
- BOOK MATERIALS BUDGET (B&T): \$13,300 prepaid for materials in the 2021 year.
- BOOK CLUB: The group will meet on December 16 at 1 PM to discuss *A Red Bird For Christmas*. Covid protocols will be followed.
- ONLINE BANKING: Carol D'Alba waiting to meet with the M&T banking representative. Joanne Amon is not on the bank signature card yet writes and signs checks for library bills. Question raised whether the library board treasurer or president should be signing bills. This will be resolved at the annual reorganization meeting in January. The board will also follow up with transitioning to online banking in January. Denise Dimatteo will go through library bills and list those that can be moved to automated payments.
- SEXUAL HARASSMENT TRAINING: The town of Oakfield is providing this training December 16 at 12 PM and 7 PM. Training will take approximately 45 minutes. Library staff will attend the 12 PM training and close the library for that hour. Kim Gibson will post notice

of this closing on the library doors and Facebook.

NEW BUSINESS

- **STAFF LUNCHEON:** Annual staff Christmas lunch will take place December 21 from 12 – 1:30 PM. This year Kim Gibson will get takeout and staff will eat at the library. Motion by Dan Groth to approve expenditure not to exceed \$100 for lunch. Second by Denise Dimatteo. All in favor. Motion carried.
- **SPECIAL MEETING (PAY LAST BILLS 2020):** Meeting will take place December 29 at 12 PM to approve final bills for 2020.
- **VILLAGE SANTA STORY TIME (LIBRARY PARTICIPATION):** Kim Gibson will read Christmas stories for a special online story time. Several children will participate and help make reindeer candy canes. Reindeer candy cane craft bags will be available for pick-up at the library.
- **NIOGA (COVID NOTICE):** A staff member at Nioga tested positive on November 23. Nioga shut down till December 2nd, but still provided book transportation.
- **REVIEW COVID PROCEDURES/POLICY:** Question raised what policy staff should follow if a patron claims a medical condition and refuses to wear a mask within the library. Library policy states that patrons shall wear face shields or a mask when inside the library. Otherwise they are invited to use curbside services. Kim Gibson will post this policy on the library doors. Patrons are invited to call the library for further explanation of this policy.

Kim will contact the county health department for our Covid zone status and research what the library needs to do in yellow, orange and red zones.

- **DONATION:** An anonymous donation for \$100 was sent to the library.

NEXT MEETING: January 13th at 6:30 pm.