

Haxton Memorial Public Library  
Board of Trustees Meeting  
August 18, 2025

PRESENT: Kim Gibson, Carol D'Alba, Denise DiMatteo, Lynette Crawford, Janet Klotzbach  
ABSENT: Jessica Baker

CALL TO ORDER:

Meeting called to order at 6:47 pm

ADOPTION OF THE AGENDA:

Motion by Lynette Crawford with second by Janet Klotzbach to adopt the agenda for August.  
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 July 14, 2025 minutes with language change. Motion carried.

TREASURER'S REPORT:

July month end report shows \$156,906.46 in the checking account. \$79,265.75 in the savings account.  
Motion by Denise DiMatteo with second by Janet Klotzbach to accept Treasurer's report/financial report. Motion carried.

APPROVAL OF THE PAYMENT OF THE BILLS:

Bills for August total \$4899.29. Motion by Lynette Crawford with second by Janet Klotzbach to pay bills. Motion carried.

PUBLIC COMMENTS:

None at this time.

OFFICERS' REPORTS:

None at this time.

CORRESPONDENCE:

- Letter received on July 15, 2025 from the State Education Department granting the library's permanent charter.
- Letter and check received from IRS in the amount of \$10,283.42 for ERTC credit.

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.

Comparison data requested for future reports.

#### OLD BUSINESS:

- RETIREMENT UPDATE: Joanne Amon has been in contact with NYS Retirement Office in an effort to remedy the errors that occurred during the recharter process. Kim Gibson and Joanne Amon will continue to work on the issue.
- SUMMER READING RECAP: Participation increased from last year.
  - Children: 99 enrolled, 34,478 minutes
  - Teens: 35 enrolled, 29 active participants, 49,495 minutes
  - Adults: 101 enrolled, 430 checkouts
- MUSEUM PASS: Genesee Country Museum annual pass was purchased for \$140. Kim Gibson will develop a borrowing policy.
- SECURITY CAMERAS: Vendor repaired the security cameras and provided a quote to replace the whole system which is included in our NYS construction grant.

#### NEW BUSINESS:

- NEW YORK STATE CONSTRUCTION GRANT: Carol D'Alba and Kim Gibson attended training at NIOGA. They will work on completing the grant application.
- OAKFIELD BETTERMENT COMMITTEE FACILITY REQUEST: Motion by Lynette Crawford with second by Janet Klotzbach to approve application per library policy including liability certificate.
- TEEN PROGRAM: Six week teen program successful. A second program will run from October 2025 and May 2026. Program budget will reflect investment in expanding teen programs.
- PILOT FUNDS: Lynette Crawford will research whether the library, as a municipality, should be entitled to PILOT funds.

#### ADJOURNMENT:

Motion to adjourn meeting at 8:15 pm by Denise DiMatteo with second by Lynette Crawford. Motion carried.

NEXT MEETING: September 15, 2025 at 6:30 PM