

Haxton Memorial Public Library  
Kick-Off Zoom Meeting  
December 18, 2023

PRESENT: Carol D'Alba, Denise DiMatteo, Lynette Crawford, Jessica Baker, Janet Klotzbach, Robert Schofield

Meeting commenced at 5:00 pm

LIBRARY CHARTER: The charter is in the mail. Documents need to be signed upon receipt and should be scanned and sent to the lawyer for his records. The official established date for the charter is December 12, 2023.

PUBLIC NOTICE OF MEETINGS: All board meetings for the library should be published. The regular meetings for the upcoming year should be posted on the library website. Any additional meetings should be posted to the public as soon as possible.

EIN: Robert Schofield and the board applied online and received a new EIN for Haxton Memorial Public Library on December 18, 2023.

BANK ACCOUNT: Carol D'Alba and Lynette Crawford will open new bank accounts for the library at M&T Bank. After the accounts are opened and a treasurer is selected, the tax money collected by the school district may be deposited.

TREASURER: The library needs a treasurer that cannot be the vice president of finance from the board. The treasurer will need to sign signature cards for the bank account. Duties include balancing the checkbook, signing checks, providing monthly statements, and moving money at the board's direction. They can expect around 10-20 working hours per month. The treasurer will need to take an oath of office and be bonded (public officer's bond) for at least 150-200 thousand dollars. Several acceptable candidates will be considered.

ERS: Library employees will remain in the old ERS for now. The library will need to reapply to the ERS as a new entity but it may be 6-9 months before it will be ready to take this step. Payroll and raises should not be rushed and carefully considered along with ERS.

BUILDING TRANSFER AND SERVICES: The transfer should occur in January at the earliest. The library should talk with the town or village about sharing services (snow removal, trash, lawn care). An agreement can be written to remove liability from the town or village for these services. Alternatively, a private contractor can be hired.

PURCHASES: The library is a municipal entity, not private. As such, it can go through BOCES for purchases (example – phone systems).

NEXT STEPS:

- Public notice should be given for the first meeting of the new board of Haxton Memorial Public Library.
- The library needs director and officers liability insurance. Janet Klotzbach will look into insurance quotes for the library. (Hawley, Tompkins, Utica, Lawley)

- Spring elections: There is 1 trustee seat up for vote this year. The library can go through the school district for this. The library could also conduct the vote on its own. This gives it more autonomy and control, however would be more work for the director. If we take this route, the vote must be between April 1 and June 30. The library will need to publicize the election/vote and provide proper ballots. It must also do its own tax calculations. Robert Schofield said that when libraries handle the election/vote themselves there is usually less than 100 voters. The first week of June is a good time for a vote.
- The library can place Robert Schofield on retainer for an annual flat fee of around \$2,000 paid in quarterly installments. This fee will not include litigation or more in depth work (example: construction projects). We can ask him for an official quote.

Meeting adjourned