

Haxton Memorial Library
Board of Trustees Meeting
October 11, 2023

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

Meeting called to order at 6:37 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Lynette Crawford with second by Denise DiMatteo to approve September 2023 minutes.
Motion carried.

TREASURER'S REPORT: September month end report shows \$56,957.56 in checking. \$84,488.06 in savings. Motion by Jessica Baker with second by Janet Klotzbach to approve September report.
Motion carried.

Bills for October total \$2,717.64. Motion by Denise DiMatteo with second by Jessica Baker to pay October bills. 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

- **LAWYER RECHARTER UPDATE:** Christine Griffin notified the library that taxes have been collected. Payment will be sent November 2nd from the county. The library cannot accept these funds until the recharter is complete. Funds should be held in trust in agency account until then. Carol D'Alba will ask the lawyer to check on the recharter process.
- **KIM'S VARIANCE:** Tom Bindeman received a letter from the state librarian about Kim's variance. State librarian requested assurance from the library board that they will adhere to the education requirement for future hires and will need to send an annual variance notice every year for Kim Gibson. The board will submit this notice after each annual reorganization meeting.
- **JANET (GRANT WRITER TOUR):** Ed Flynn from LaBella toured the library and feels that it is eligible for a grant. A sub recipient is needed to sign for the grant and make sure funds are spent appropriately. Need to speak with Doug Post from Attica about this requirement. The only cost that cannot be reimbursed from the grant will be an environmental review. This cost is \$10,000-\$20,000 and the library will cover it. Ed Flynn recommended writing a grant for the full amount of \$1 million. He will return to do a site review with an architect. Grant must be submitted by May.
- **FIRST GRADE FIELD TRIP:** 4 classes visited the library on September 28. They had a story time presentation, checked out books, and received library cards and goody bags. Kim Gibson will put this event in the school newsletter.

- LIBRARY SIGN UP MONTH: 121 entries received (both adult and children). 51 new cards were issued; 41 of those to the first grade classes from Oakfield-Alabama School District.
- BOOK CLUB: 10 people participated on October 4. The next meeting will take place November 15 and will discuss *The Remarkably Bright Creatures* by Shelby Van Pelt.
- BOILER INSPECTION (11/9/23): Kim Gibson received an email from HSB. They will come to inspect the boiler November 9 between 8 am and 12 pm. Kim sent this information on to the town.

NEW BUSINESS

- CENTRAL LIBRARY WORKSHOP: Kim Gibson attended a conflict resolution workshop and found it informative and a good experience.
- BOARD OFFICIALLY ACCEPTS TO GO FINE FREE (WRITTEN NOTICE TO NIOGA): Motion by Lynette Crawford with second by Janet Klotzbach to go fine free at Haxton Memorial Library. Motion carried. Motion by Lynette Crawford with second by Janet Klotzbach to forgive old fines, excluding lost items. Motion carried. Kim Gibson will send a written statement of these motions to Nioga.
- GOART GRANT WORKED ON 10/5 (WAITING ON CONFIRMATION TO SUBMIT): Jessica Baker and Kim Gibson completed the GoArt Grant and submitted to Mary Jo Witman for review before submitting.
- NYS STAFF TRAINING SCHEDULED 10/12/23: Library staff coming to library an hour early on October 12 to attend a sexual harassment training.
- AUTHOR TALK: TRAVIS SCROGER (11/9/23): Travis Scroger will give a talk on November 9 at 7 pm about his first book, *Torrent Breach*. This talk is advertised on Facebook, the Batavian, and on flyers posted in the building. He will bring copies of his book to sign/purchase. Lynette Crawford will provide refreshments.
- HALLOWEEN ACTIVITIES SCHEDULE (BOARD VOLUNTEERS?): Halloween Party scheduled for October 26 from 6:45 – 8 pm. Halloween parade scheduled for October 28 from 10-11 am. Board members will volunteer to help at these events.
- DEFERRED COMPENSATION PLAN?: Kim Gibson received a letter about state sponsored voluntary retirement savings plan. Haxton library employees are eligible for the plan and it supplements employee benefits. Kim Gibson will send for more information on this plan, and will wait till the library recharter to take advantage of it.
- VOLUNTEER APPROVED: Motion by Lynette Crawford with second by Denise DiMatteo to approve Cameron Emerson as a library volunteer. Motion carried.
- MAJESTIC LIGHTS TOWN CHRISTMAS TREE: Need to submit tree form by November 15. The cost is \$50. This year the library will decorate the tree with crayon ornaments. Motion

by Jessica Baker with second by Denise DiMatteo to approve \$50 fee for a library Christmas tree. Motion carried.

- CHRISTMAS IN THE PARK (PROGRAM AND ORNAMENTS): The event will take place the first Saturday of December. The library will have a cookie and cocoa station along with ornaments for the ornament walk. Lynette Crawford will provide cookies. Carol D'Alba will provide hot cocoa.
- VILLAGE NEWS: Dave Boyle contacted Kim Gibson with concerns about covering maintenance for the library. Their lawyer sided with him about liability concerns. They will remove snow from the side walk but will not provide mowing, snow blowing or garbage services. The library will need to go out for bids for these services. Carol D'Alba will call Melissa Haacke from the town about maintaining building services until the recharter.

NEXT MEETING: November 8th @ 6:30 PM

Meeting adjourned at 8:22 PM.