

Haxton Memorial Library  
Board of Trustees Meeting  
March 12, 2024

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

Meeting called to order at 6:02 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Lynette Crawford with second by Denise DiMatteo to approve January minutes with recommended changes. Motion carried.

Motion by Lynette Crawford with second by Denise DiMatteo to approve February minutes with recommended changes. Motion carried.

TREASURER'S REPORT:

February month end report shows \$6,052.84 in old checking account. \$84,495.10 in old savings account. \$156,280 in new savings account. Motion by Jessica Baker with second by Denise DiMatteo to accept February report. Motion carried.

Bills for March total \$4,201.60. Motion by Jessica Baker with second by Denise DiMatteo to pay March 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 UPDATE:** Robert Schofield contacted Carol D'Alba – notified her he is sending a letter about the ein to the IRS. He will contact Craig Welch, town of Oakfield's lawyer, about a closing date. He advised that the library should purchase title insurance.
  - Motion to purchase title insurance in an amount not to exceed \$300 by Lynette Crawford with second by Denise DiMatteo. Motion carried.
  - Motion to purchase the library building from the town of Oakfield for an amount not to exceed \$1 by Lynette Crawford with second by Denise DiMatteo. Motion carried.
- **ADA GRANT UPDATE:** Placed on hold until next year.
- **BANK UPDATE:** Checks for the new checking and savings accounts have arrived. The tax monies have been transferred into the new savings account. These monies will now be transferred into the new checking account. Funds from the old savings account will be transferred into the new savings account. Money for bills and salaries will still be drawn from the old checking account for the month of March.
  - Motion to transfer \$10,000 from the old savings account into the old checking account by Jessica Baker with second by Denise DiMatteo. Motion carried.

- TREASURER UPDATE: Kim Gibson and Lynette Crawford will meet with Joanne Amon on March 13, 2024 to discuss taking on this role.
- MJ MECHANICAL CONTRACT: They gave a quote of \$1350 to service the heating and air conditioning for the library.
  - Motion to renew the contract with MJ Mechanical by Lynette Crawford with second by Denise DiMatteo. Motion carried.
- POLICY UPDATES: Janet Klotzbach and Denise DiMatteo worked on sections about the patron and volunteer codes of conduct. Any materials for public meetings should be posted at least 24 hours before meetings occur. Board members will continue to update policies.
- ERS (RETIREMENT): Lynette Crawford received the form to establish standard work days and position titles.
- CHILDREN'S LIBRARY CLERK: Charissa Brush accepted the role and started on February 24, 2024.
  - Motion to approve the appointment of Charissa Brush as library clerk by Denise DiMatteo with second by Lynette Crawford. Motion carried.
- ANNUAL REPORT: Motion to approve annual report as submitted to Lisa Erikson on February 27, 2024 by Denise Dimatteo with second by Jessica Baker. Motion carried.

#### NEW BUSINESS:

- SCHEDULE TO REVIEW FOR ADDITIONAL HOURS/NEW STAFF COVERAGE:
  - Motion to approve new library hours, as presented by Kim Gibson, with an approximate start date of April 29, 2024 by Lynette Crawford with second by Denise DiMatteo. Motion carried.
  - Motion to approve new library clerk position not to exceed 19 ½ hours by Denise DiMatteo with second by Lynette Crawford. Motion carried.
- QUOTES TO REVIEW: The terms of each quote need to be submitted in writing. Western New York Regional Cleaning Services provided a cleaning quote for \$305/month. They provided a window cleaning quote for \$600. Joey T's Carpet Cleaning provided a rug cleaning quote for \$450. Written quotes still need to be received for snow removal and lawn care.
- ECLIPSE CLOSE EARLY?: Motion to close the library on April 8, 2024 at 2:30 pm by Jessica Baker with second by Denise DiMatteo. Motion carried.
- FISCAL YEAR DISCUSSION: The fiscal year ends June 30, 2024.
- BOARD MEETING TIME: Motion to approve board meetings for 6:00 pm on the second Tuesday of each month by Lynette Crawford with second by Jessica Baker. Motion carried.
- BY-LAWS: By-laws and the annual report should be posted on the library website in a new section titled “library documents”.

- AMAZON BUSINESS ACCOUNT: Motion to establish an Amazon business account by Lynette Crawford with second by Denise DiMatteo. Motion carried.

NEXT MEETING: April 9<sup>th</sup> at 6:00 PM

Motion to adjourn meeting at 7:54 pm by Lynette Crawford with second by Denise DiMatteo. Motion carried.