

Haxton Memorial Library
Board of Trustees Meeting
October 9, 2019

PRESENT: Kim Gibson, Anne Engel, Mike Laycock, Carol D'Alba, Denise Dimatteo, Jessica Baker, Dan Groth, Chuck Carroll (representing the Town of Oakfield)

Meeting called to order at 7:08 pm

APPROVAL OF SECRETARY'S REPORT: Motion by Carol D'Alba with second by Denise Dimatteo to approve September 2019 minutes. All in favor. Motion carried.

TREASURER'S REPORT: September month end report shows \$115,104.96 in checking. \$36,290.33 in savings. Bills for October total \$3,304.45. Motion by Mike Laycock 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

- BOOK CLUB: The next meeting will take place October 23.
- CARPET CLEANING: Joey T's Carpet Cleaning service did a great job. Cleaned on September 27. He was able to remove glue residue from carpeting on stairs and the basement was cleaned with no lingering smell.
- NEW HOURS UPDATE: Averaging 20 people each Saturday. New hours on Monday and Wednesday are going well with steady attendance numbers.
- CLEANING?: Kathy Engle may take over the cleaning position but this will put her over 19.5 hours/week. Suggestion given to pay the cleaning position through a biannual or quarterly stipend. Kim will discuss with library accountant and create line item in budget for new fiscal year for this stipend.
- NEW BOARD MEMBER: Dan Groth will replace Mike Laycock on the library board.

NEW BUSINESS

- SCARECROW: The library scarecrow theme is *Frozen*. "Some books are worth melting for."
- ESSENTIAL OIL CLASS: Class will take place on October 17 and discuss benefits of essential oils.
- ADULT CRAFT NIGHT: Class will take place October 24 – rock painting.

- KIM OFF 10/15-10/17 & 10/21 (TENNESSEE): Motion by Denise Dimatteo to approve time off, second by Mike Laycock. All in favor. Motion carried.
- LIBRARY CHRISTMAS TREE: Board approved library participation in Oakfield tree display.
- NYLA CONFERENCE 11/13-11/16 (SARATOGA SPRINGS): Anne Engel and Kim Gibson will attend this conference.
- KIM'S POSSIBLE TIME OFF WEEK OF 11/4-11/7 (ZACH RANGER GRAD.): This time off will be covered by library employees.
- CHANGE DATE OF NEXT MEETING: Next meeting date conflicts with NYLA conference. Meeting changed to November 19 at 7 PM.

NEXT MEETING: November 19 @ 7 PM.

Meeting adjourned at 7:59 PM.