

Haxton Memorial Library
Board of Trustees Meeting
January 11, 2023

PRESENT: Kim Gibson, Carol D'Alba, Denise DiMatteo, Jessica Baker, Justin Staebell, Carol Glor (representing town of Oakfield)

Meeting called to order at 6:38 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Denise DiMatteo with second by Justin Staebell to approve December 2022 minutes. Motion carried.

TREASURER'S REPORT: December month end report shows \$50,059.24 in checking. \$84,475.43 in savings. Motion by Jessica Baker with second by Justin Staebell to approve December report. Motion carried.

Bills for January total \$2,443.26. Motion by Jessica Baker with second by Justin Staebell to pay January 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

- PATT'S UPDATE: Kim Gibson shared list of completed tasks, social media and PR updates. Upcoming tasks include press releases, mailing lists, review drafts of petitions for public hearing. Kim Gibson will reserve the town community space for March 28, 2023 at 7 pm. All mailers will need to be vetted by the library attorney before sending out. The library will order 200 bookmarks featuring the new slogan and hours. Patt updated the information booklet for distribution.
- BUDGET (RE-CHARTERED 2024) APPROVE: Tabled until Lynette Crawford can present to the board at next meeting.
- TALENTED THURSDAYS (GO ART GRANT 2022 TO SUBMIT): Kim Gibson and Jessica Baker will submit 2022 final report to Go-Art on Thursday, January 12, 2023.

NEW BUSINESS

- REVIEW LAWYER DRAFTS: Reviewed drafts of petitions.
- VOTE FOR TRUSTEES TERM LIMIT: Motion by Justin Staebell with second by Denise DiMatteo to staggered 5 year board of trustee terms with 5 members. Motion carried.

- **LAWYER ZOOM CALL (GO OVER DRAFTS AND ANY QUESTIONS) 7:15:**
 - Question on how to stagger board member terms – lawyer response to assign terms by lot at first organizational meeting following restructuring – 1 year, 2 year, 3 year, 4 year, 5 year and run on that schedule.
 - Question on library name – lawyer response that the ein needs to be a new name and Haxton Memorial Public Library would work.
 - Lawyer advised that the March meeting for the public should not be called a public hearing and may not need it at all.
 - Question on petitions – 25 legal signatures needed, but he advised collecting 50 to avoid any difficulties. Signatures can be collected at the library, but should do outside the building and need witnesses. Petition to restructure needs to be presented by March 1 and petitions for trustees need to be presented by April 17.
 - Carol D'Alba and Denise DiMatteo will attend the January 24 school board meeting to clarify the restructuring process. Justin Staebell will add them to the agenda.
- **LIBRARY NAME:** Motion by Denise DiMatteo with second by Justin Staebell to approve “Haxton Memorial Public Library” as the new legal name following restructuring. Motion carried.
- **GO ART GRANT 2023:** The library received \$5000 for the 2023 from Go Art for the Talented Thursdays program.
- **WINTER READING PROGRAM:** Amy Joslyn organized a winter reading program for the month of February. Children will receive a monopoly style game board and wrist band. They will read books and attend library events to earn charms for the wrist band and enter give aways. There will also be a snowman contest with prize.
- **NARCON (GENESEE COUNTY HEALTH DEPARTMENT):** The health dept. for Genesee county sent an email November 30 asking to place a Naloxone box at the library. Kim Gibson will ask about staff training for CPR and if there are grants to receive and train for an AED machine.
- **APPROVE VOLUNTEERS:** Motion by Jessica Baker with second by Justin Staebell to approve Alexis and Rachel Sanfratello as library volunteers. Motion carried.
- **FFRPL ANNUAL REPORT (CAROL SIGN):** Carol D'Alba signed annual grant report to turn in.
- **HAND OUT TRUSTEES INFORMATION:** Kim Gibson passed out updated trustee contact information, meeting dates and holidays for 2023.
- **EMPLOYMENT NOTIFICATIONS (CAROL SIGN):** Carol D'Alba signed new employment notifications for 2023.
- **KIM'S GUIDELINES OF EMPLOYMENT (ALL SIGN):** Kim Gibson's employment guidelines signed by all board members. She will add Saturday hours, this change initialed by board members.

- FEBRUARY'S BOARD MEETING DATE (NEEDS TO BE CHANGED): Meeting changed to February 15 at 6:30 pm.
- LIBRARY SIGNAGE: The department of transportation sent an email stating that before library signs can be posted they will need to conduct a traffic study. They will then let the board know if they will allow 2 signs to be erected.
- TRUSTEE TRAINING: All library trustees will need to attend a webinar training in 2023.

NEXT MEETING: February 15th @ 6:30 PM

Meeting adjourned at 8:12 PM.