

Haxton Memorial Public Library
Board of Trustees Meeting
September 15, 2025

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

ABSENT:

CALL TO ORDER:

Meeting called to order at 6:33 pm

ADOPTION OF THE AGENDA:

Motion by Lynette Crawford with second by Denise DiMatteo to adopt the agenda for September.
Motion carried.

APPROVAL OF THE MINUTES AND FINANCIAL REPORT:

APPROVAL OF SECRETARY'S MINUTES:

Motion by Denise DiMatteo with second by Lynette Crawford to approve August 14, 2025 minutes with changes. Motion carried.

TREASURER'S REPORT:

August month end report shows \$144,504.40 in the checking account. \$79,272.49 in the savings account. Motion by Janet Klotzbach with second by Denise DiMatteo to accept Treasurer's report/financial report. Motion carried.

APPROVAL OF THE PAYMENT OF THE BILLS:

Bills for September total \$8,820.57. Motion by Lynette Crawford with second by Jessica Baker to pay September bills with changes. Motion carried.

PUBLIC COMMENTS:

None at this time.

OFFICERS' REPORTS:

None at this time.

CORRESPONDENCE:

- Oakfield Betterment Committee Facility Use Check: \$150
- Donation check for \$25 from Judy Boyle for Children's Programs

LIBRARY MANAGER 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:

- RETIREMENT-UPDATE: Kim Gibson reached out again to a representative from the retirement system. Some issues fixed, others still in progress.
- NEW YORK STATE CONSTRUCTION GRANT 2025-2026: Kim Gibson and Carol D'Alba completed the grant application for a total of \$174,884.58. 90% of the cost will be covered by grant funds. Motion to submit the application in the amount of \$174,884.58 by Lynette Crawford with second by Denise DiMatteo. Motion carried.

NEW BUSINESS:

- BOARD POLICY REVIEW 700.02: Motion by Jessica Baker with second by Janet Klotzbach to amend policy 700.02 to move performance evaluations from the March board meeting to the November board meeting. Motion carried.
- PAYROLL PROCESS: Kim Gibson went through the payroll process with the board. Timesheets need to be updated. Discussed switching to a payroll service and gathering information on possible services to use.
- BOOK ORDERING PROCESS: Kim Gibson went through the book ordering process with the board.
- BOARD MEETING INVITATIONS TO EMPLOYEES: The board would like to invite employees to meetings to present on projects/programs that they are implementing. This will begin in January.

ADJOURNMENT:

Motion to adjourn meeting at 8:12 pm by Lynette Crawford with second by Janet Klotzbach.
Motion carried.

NEXT MEETING: October 20, 2025 at 6:30 PM