

Haxton Memorial Library  
Board of Trustees Meeting  
April 9, 2024

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

Meeting called to order at 6:19 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Denise DiMatteo with second by Janet Klotzbach to approve March 12, 2024 minutes.  
Motion carried.

Motion by Denise DiMatteo with second by Lynette Crawford to approve March 19, 2024 minutes.  
Motion carried.

TREASURER'S REPORT:

March month end report shows \$6,312.73 in old checking account. \$74,496.43 in old savings account. \$156,854.20 in new checking account. \$12.50 in new savings account. Motion by Jessica Baker with second by Janet Klotzbach to accept March report. Motion carried.

Bills for April total \$2,727.73. Motion by Denise DiMatteo with second by Jessica Baker to pay April 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:** No update from Robert Schofield. Nioga provided contact information for a new attorney.
- **POLICIES UPDATE:** Kim Gibson has a copy of the patron code of conduct and volunteer code of conduct for staff to review. Next policy meeting scheduled for April 17, 2024 at 6:30 pm.
- **ECLIPSE DAY:** Motion to retroactively approve library closing at 1 pm on April 8, 2024 by Lynette Crawford with second by Denise DiMatteo. Motion carried. Kim Gibson attended eclipse celebration at Elroy Parkins town park and did crafts with children.
- **TREASURER UPDATE (BANK):** No new updates.
- **ERS (RETIREMENT):** No new updates.
- **INSURANCE ISSUES WITH NAME CHANGE:** Kim Gibson received an email about a lapse in worker's comp coverage. She is working with an insurance agent to fix this issue.

- QUOTES TO REVIEW FOR APPROVAL: The board reviewed and approved quotes for cleaning and garbage services. Landscaping service approval tabled until next meeting.
  - Motion to approve general cleaning contract with Western New York Regional Cleaning Services by Lynette Crawford with second by Denise DiMatteo. Motion carried.
  - Motion to approve window cleaning contract with Western New York Regional Cleaning services by Denise DiMatteo with second by Lynette Crawford. Motion carried.
  - Motion to approve rug cleaning contract with Joey T's Carpet Cleaning by Lynette Crawford with second by Denise DiMatteo. Motion carried.
  - Motion to approve trash tote service contract with Casella by Lynette Crawford with second by Jessica Baker. Motion carried.

NEW BUSINESS:

- CHARISSA OFF (4 WEEKS): Charissa Brush is off for at least 4 weeks. Kim Gibson arranged coverage for her hours until she returns.
- NEW HOURS: Motion to begin new library hours June 3, 2024 by Janet Klotzbach with second by Lynette Crawford. Motion carried.
- LION'S CLUB 4/18: Kim Gibson will attend their meeting as a guest speaker.
- SUMMER READING PREP UPDATE: Kim Gibson ordered supplies for summer reading and contacted the village to reserve Triangle Park for the Kick-off Carnival. The carnival will take place June 27, 2024 from 6:30 pm – 8 pm. Volunteers will meet at 6 pm. This year's theme is “The Adventure Begins”.
- OACS 2ND GRADERS FIELD TRIP: Second grade students will visit the library on May 29, 2024.
- VOLUNTEER FORM (GJ): Volunteer form was declined.
- ANNUAL REPORT (HIGHLIGHTS TO POST ON WEBSITE): Kim Gibson posted an infographic with key information from the annual report on the library website.
- NIOGA ANNUAL DINNER: Dinner will take place May 23, 2024 at 6:30 pm. Cost to attend is \$32/person. Motion to approve payment for up to 5 staff members to attend dinner by Lynette Crawford with second by Carol D'Alba. Motion carried.
- VOLUNTEER LETTER: Library policy states that volunteers must be at least 12 years of age. Replied to letter with hope she will apply to volunteer when she turns 12.

NEXT MEETING: May 14, 2024 at 6:00 PM

Motion to adjourn meeting at 8:30 pm by Lynette Crawford with second by Denise DiMatteo. Motion carried.