

Haxton Memorial Library  
Board of Trustees Meeting  
November 15, 2023

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

Meeting called to order at 6:37 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Lynette Crawford with second by Janet Klotzbach to approve October 2023 minutes.  
Motion carried.

TREASURER'S REPORT: October month end report shows \$54,033.91 in checking. \$84,489.50 in savings. Motion by Janet Klotzbach with second by Jessica Baker to approve October report. Motion carried.

Bills for November total \$4,963.24. Motion by Lynette Crawford with second by Janet Klotzbach to pay November 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:** The lawyer sent Carol D'Alba a copy of the completed application package. The DLD has 1 issue with document submitted by the Oakfield-Alabama School District: The publicized vote said "their vote" instead of "our vote". Carol D'Alba will send a copy of the petition with signatures to correct this. The library recharter is officially on the state library board's December docket. Kim Gibson's waiver is official and will need to be updated annually.
- **JANET (ADA GRANT):** Ed Flynn sent a proposal for an ADA compliance grant. The grant will ask for one million dollars to update the library building. The library will be responsible for covering up to \$37,000, although some of this cost may be covered by the grant. The library will need to ask the village of Oakfield, village of Alabama, or Oakfield-Alabama school district for an RFP (request for proposal). Janet Klotzbach will invite Ed Flynn to the next board meeting in December to answer questions about the grant. Questions include: When will the library need to pay its portion? What money gets reimbursed and to whom?
- **GO ART GRANT:** Kim Gibson and Jessica Baker met October 19 to revise and submit the grant proposal for 2024.
- **HALLOWEEN ACTIVITIES:** 58 people attended the Halloween party and 68 attended the parade. Monday morning story time had 17 children and 13 adults.
- **AUTHOR TALK:** 15 people attended the author talk with Travis Scroger. Refreshments were provided by Lynette Crawford. Talk was well-received and the library will send a press release

about it to the Batavian.

- CHRISTMAS IN THE PARK: The library will show movies and provide crafts from 10 am – 2 pm on December 2. Crayon ornaments will be passed out for the ornament walk. Extra hours will be added to cover staff working during this event.
- BELLIGERENT PATRON: Staff will receive training on de-escalating situations. The library needs some new policies on how to deal with belligerent patrons. Kim Gibson and Carol D'Alba will check with Nioga and Genesee county health services on any training programs offered.

## NEW BUSINESS

- NYLA REPORT: Kim Gibson attended many worthwhile workshops while at the NYLA conference, as listed in the manager's report. A new program called Creative Bug will be discussed in December.
- SAC MEETING: Carol D'Alba will send board members' certificates of completion for board trainings to Tom Bindeman. Kim Gibson also requested copies to keep in library files. New employee handbooks will be sent from Nioga.
- BOOK CLUB: 14 people met and discussed *Remarkably Bright Creatures* by Shelby Van Pelt.
- STAFF MEETING: Kim Gibson would like to schedule monthly staff meetings as needed. Staff will meet an hour before the library opens. They will be paid for this extra hour.
- DAILY NEWS/BATAVIAN: The library will create a Cityspark account in order to add events to the online “upcoming events” page on both sites.
- CHRISTMAS STAFF APPRECIATION: Board members will take library staff out for dinner. A date will be chosen.

NEXT MEETING: December 13<sup>th</sup> @ 6:30 PM

Meeting adjourned at 8:30 PM.