

Haxton Memorial Library
Board of Trustees Meeting
November 9, 2020

PRESENT: Kim Gibson, Denise Dimatteo, Dan Groth, Justin Staebell, Jessica Baker, Carol Glor
(representing the town of Oakfield)

Meeting called to order at 6:47 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Justin Staebell with second by Jessica Baker to approve October 13, 2020 meeting minutes.
All in favor. Motion carried.

TREASURER'S REPORT: October month end report shows \$67,945.51 in checking. \$81,837.33 in savings. Bills for November total \$2,605.24. Motion by Justin Staebell 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

- JOANNE AMON (CARE'S ACT BILL): \$3,505.21 check received; still awaiting second check for ~ \$700 error in the library's favor. Kim Gibson will check with Joanne on which budget line to put the money.
- BUDGET 2021: The town of Alabama voted to provide the library with \$5000. The care's act sent a check for \$3505.21. These funds will help to present a balanced budget to the town of Oakfield.
- BOOK MATERIALS BUDGET (LISA ERICKSON): The county calculates the maintenance of effort with data from Nioga. Kim Gibson will speak with county legislature and representative Chad Klotzbach on the possibility of waiving the maintenance of effort penalty due to Covid restrictions. Lisa Erickson will work with Kim Gibson to reduce the penalty as much as possible. The 2020 library budget has ~\$8500 - \$8800 left over for books. Baker and Taylor agreed to send a "bill in advance" invoice to prepay now and use these funds toward next year's materials. This will help reduce the maintenance of effort. The library will continue to use this prepayment method moving forward from Covid.
- ALABAMA FUNDING: The town of Alabama approved \$5000 for Haxton Library for the 2021 budget. Kim Gibson will call their board to find out if these funds will be an annual amount or a one time occurrence.
- FUNDRAISER IDEAS: Ideas raised include sponsoring a magazine subscription, book, or bookshelf, a donation jar at the circulation desk, a gift basket or quilt raffle, and a plant swap.

Other ideas include a \$1/chapter read-a-thon or sponsoring a scavenger hunt. Justin Staebell will check with local businesses about possible library donations. Kim Gibson will place a short piece on fundraising efforts in both the town and school district newsletters. Kim Gibson will get a brochure on how to donate a memorial fund from Warsaw's library to use at Haxton library.

- **BOOK CLUB:** 8 people attended the meeting on November 4 and observed social distancing. They discussed *May the Road Rise up to Meet You*. The next meeting is set for December 16 at 1 pm and will discuss *A Red Bird for Christmas*.

NEW BUSINESS

- **LIBRARY CHRISTMAS TREE:** The library purchased a tree for the town triangle park. The decoration theme will be nursery rhymes.
- **CHANGE NAMES ON BANK ACCOUNT/ONLINE BANKING:** Paper work signed to remove Anne Engel from the account and add Dan Groth. Motion made by Denise Dimatteo to add Joanne Amon as a read-only authorized person for the online banking checking and savings accounts. Second by Justin Staebell. All in favor. Motion carried. Kim Gibson approved to make check and cash deposits at the bank. A 2 person system for deposit slips will be set up to count cash before depositing at the bank.
- **DECEMBER 26 CLOSED? NEW YEAR'S EVE?:** The library will be closed on December 26 and New Year's Eve. It will open with regular hours on January 2, 2021.
- **SEXUAL HARASSMENT TRAINING:** Training scheduled by the town of Oakfield for the second week of December.

NEXT MEETING: December 9th at 7 pm.