

Haxton Memorial Library  
Board of Trustees Meeting  
September 13, 2023

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

Meeting called to order at 6:36 pm

APPROVAL OF SECRETARY'S REPORT:

Motion by Lynette Crawford with second by Janet Klotzbach to approve August 2023 minutes with change to date. Motion carried.

TREASURER'S REPORT: August month end report shows \$63,830.98 in checking. \$84,486.67 in savings. Motion by Jessica Baker with second by Janet Klotzbach to approve August report. Motion carried.

Bills for September total \$5,532.32. Motion by Jessica Baker with second by Janet Klotzbach to pay September 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 RECHARTER UPDATE: The state is in possession of library materials and will review them. Kim's letter will be sent to state librarian by Carol D'Alba.
- SUMMER READING FINAL STATS: 31 programs overall with over 1,000 participants. 95 adults signed up, read 445 books. 22 teens signed up, read 37,620 minutes. 91 children signed up, read 30,459 minutes.
- JUSTIN (TV): Justin Staebell dropped off a TV for the main room. Jessica Baker dropped off a TV wall mount.
- 1<sup>st</sup> GRADE FIELD TRIPS (9/28) 2 GROUPS 12:00 – 2:15: 35 children will be split into 2 groups. They will visit the library from 12:00-2:15. Amy Joslyn and Kim Gibson have library cards ready for each child.
- BOOK CLUB (SONJA LIVINGSTON ZOOM): 13 people participated in the book talk for *Ghostbread*. The author, Sonja Livingston, participated via zoom. The next book will be *The Authenticity Project* by Clare Pooley. Members will meet October 4 at 1 pm.
- FACILITY FORM FILLED OUT (BETTERMENT AND GO ART): Representatives for the Oakfield Betterment Committee and Go Art filled out the library facility use form.

## NEW BUSINESS

- HAXTON NEWSLETTER EMAILED ON 9/6 (FALL): Newsletter with library events and programs emailed out on 9/6.
- POSTS: SCHOOL NEWSLETTER/BATAVIAN/PENNY SAVER: Upcoming library events have been posted to the Batavian, the Penny Saver, and Oakfield-Alabama school newsletter.
- GO ART WORKSHOP 9/12 (2 GRANTS POSSIBLE): Jessica Baker and Kim Gibson attended this workshop. The library will apply for the REACH grant for Talented Thursdays. Discussed adding a grant for an artist to paint a mural on the stairwell wall leading down to the children's room.
- JANET – INFO TO SHARE: She spoke with her brother who has aided other libraries in necessary renovations through LaBella Associates. There are many grants available for ADA renovations. Ed Flynn will be coming Wednesday, September 20 at 9 am to take a look at the building with an architect. They will write the grant and build their fees into it.
- NYLA CONFERENCE 10/2- 10/4: Will take \$335 to send Kim Gibson to this conference. It will take place in Saratoga Springs, NY from 10/2 – 10/4.
- FACILITY USE FORM APPROVAL (TUTORING): Rachel Schauf would like to use the library for tutoring sessions. Motion by Lynette Crawford with second by Denise DiMatteo to approve Rachel Schauf's use of library facilities for tutoring. Motion carried.
- BOILER INSPECTION (NYS DEPT OF LABOR): Kim Gibson received a call from the NYS Dept. of Labor that the boiler inspection is overdue. It must take place every two years and the last inspection was on January 27, 2021. Kim Gibson requested that they contact the town and told them that the boiler had been inspected by a member from the town on February 27. They responded that the official inspection must be made by someone from Hartford Insurance. Kim contacted Mike Schultz, the town's highway superintendent, with this information.
- LIBRARY CARD SIGN UP: Patrons who sign up for a card or check out books with their card will be entered into a drawing for an Amazon gift card. Motion by Jessica Baker with second by Lynette Crawford to approve the purchase of 2 Amazon gift cards for \$25 each, one for adults and 1 for children. Motion carried.
- TOWN OF ALABAMA: No news on remaining funds for the library. Carol D'Alba will follow up again.
- LIBRARY BOARD MEMBERS TRAINING: Members must complete 2 hours of training. There is an upcoming training on October 17 from 5 – 6:30 pm.
- CARYVILLE INN TURKEY TROT: Haxton Memorial Library will be the recipient of the funds from this year's Turkey Trot. Kim Gibson will send them a blurb about the library to add to their media release for this event.

NEXT MEETING: October 11<sup>th</sup> @ 6:30 PM

Meeting adjourned at 8:00 PM.