

HAZELTINE PUBLIC LIBRARY																						
BOARD MEETING MINUTES	September 23, 2025																					
AGENDA ITEMS:																						
<u>Call to order / Attendance</u> Called to order at 5:03 pm	<p style="text-align: right;"><u>Present/</u></p> <p><u>Absent:</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Katie Smith – Library Director</td> <td style="width: 10%; text-align: center;">P</td> <td style="width: 20%;"></td> </tr> <tr> <td>Kim Butler- President</td> <td></td> <td style="text-align: center;">A</td> </tr> <tr> <td>Christine Frankson – Vice Pres</td> <td style="text-align: center;">P</td> <td></td> </tr> <tr> <td>Judy Haller – Treasurer</td> <td style="text-align: center;">P</td> <td></td> </tr> <tr> <td>Deb Siggins – Secretary</td> <td></td> <td style="text-align: center;">A</td> </tr> <tr> <td>Jennifer Parkinson</td> <td style="text-align: center;">P</td> <td></td> </tr> <tr> <td>Nikole Knobloch</td> <td style="text-align: center;">P</td> <td></td> </tr> </table>	Katie Smith – Library Director	P		Kim Butler- President		A	Christine Frankson – Vice Pres	P		Judy Haller – Treasurer	P		Deb Siggins – Secretary		A	Jennifer Parkinson	P		Nikole Knobloch	P	
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<u>Review and Approve meeting minutes from last meeting (08/26//2025)</u>	MTA – JH MS- JP A/F – Acc																					
<u>Correspondence/ Public Expression</u>	None																					
<u>Treasurer’s Report</u>	Accept as is. MTA – NK MS- CF A/F – Acc Discussion on DONATE button on webpage. In addition to DONATE button wording will give people the mailing a check option as well. An additional account was suggested for donations to protect our bank info. Bd. Chair and treasurer authorized to set up new account – to hold donations only. All in favor, Kim and Judy will work with bank on this.																					
<u>Director’s Report (Aug/Sept)</u> Buildings and Grounds Community and Public	Storage cabinet has been installed and is in use. Phone service has been transferred from Spectrum to DFT/CCLS. Additional wireless access point was installed on corner of building to increase our connectivity range for wifi. -Fall author series started, will run through early November. -Total Library Passport count through 8/31 was 62. -Summer programming hosted 62 kids across our 9 Thursday morning programs. Will move to Tuesday mornings in 2026, due to conflicts with Bible school and other activities. -HPL will do story time at Busti Appe Festival Sept 27 & 28. -HPL to participate in Trunk or Treat Oct 25																					

<p>Library Updates</p> <p>Fiscal</p> <p>Personnel</p>	<p>-HPL to participate in Fun Fest at Children’s Safety Village Oct 29.</p> <p>-Library Skills Academy continues – Katie Smith attends every Tuesday morning via Webinar.</p> <p>-NYLA conference in November – Katie Smith will attend. CCLS Grant received to assist with expenses.</p> <p>- CCLS Annual meeting Oct 8 in Ellicottville. KS and Deb Siggins to attend.</p> <p>-HPL will close on the Saturday of the Busti Apple Festival, due to parking issues, as we share lot with neighbor.</p> <p>-KS requested additional funds to purchase more of the green bags with the HPL logo. Discussion followed with no approval at this time.</p> <p>-Suggested that KS start a “wish list” of items not in our budget for future unrestricted donations.</p> <p>-Library Page out late Nov/early Dec, Director to fill in.</p> <p>-Library will be closed the Friday after Thanksgiving.</p>
<p><u>Old Business</u></p>	<p>A draft to revise the internal policy for employee hours/ wages/ benefits was presented for review. Need to have all Board members review and add any comments,</p>
<p><u>New Business</u></p>	<p>None</p>
<p><u>Adjourned</u></p>	<p>MTA- JP MS-JH A/F - Acc Adjourned at 5:55 pm</p>
<p>Next meeting scheduled for:</p>	<p>10/28/2025 @ 5:00 pm</p>

Submitted by Nikole Knobloch (in Deb Siggins’s absence). _____

MTA- Motion to approve by (with Board member’s initials)
MS- Motion to Second
A/F- Approved or Failed after vote by entire board