

# Waddington Hepburn Library

## Minutes of February 6, 2018

The meeting was called to order at 6:02 pm by President Cheryl Carr-Dominy.

**Present:** Cheryl Carr-Dominy, Kevin Kitzman, Scott Loomis, Edith Ashley, Bob Miller, Marige Todd, Heather Jock, and Melissa Smith.

**Absent:** Lloyd Grandy

**Citizens:** none

**Agenda:** The agenda was approved on a motion by Cheryl, seconded by Kevin.

**Minutes:** The minutes of December 5 were approved as read: moved by Cheryl, seconded by Heather.

**Town:** Scott Loomis

Nothing to report.

**Manager's Report:** Edith Ashley, See attachment

1. Russ Straight allowed us to use his home movies on a zip drive.
2. Edith attended the SLC Directors meeting in Massena and discussed combining SURJ and a possible book club. (SURG- Showing Up For Racial Justice)
3. The Annual Report was submitted by February 2.
4. Fiber Optics is almost done! A \$100-200 bill will be in a lump sum with the utility bill.
5. Edith is thinking of ideas for mid-winter break and summer. We are going to ask Patty VanPatten if she would do a painting class with younger children and one with tweens. We are also checking into reading programs for the summer.
6. Our sidewalk is very icy! Is the village responsible? We will ask Jason Curran to sand it for now.
7. We will be contacting the town about repairing the front window.

**Financial Report:** Kevin volunteered to be our treasurer.

**Friends Report:** They will be meeting in March

**Building Report:** Check in with the town about repairing the window, as well as painting our windows.

**Old Business:**

1. Fiber Optics is almost finished.

**New Business:**

1. We still need a Vice President. (We would like to nominate Lloyd!)
2. Arconic will be coming sometime in April to trim the bushes, mulch, and plant.

The meeting was adjourned at 6:51.

Next meeting, March 6.

Respectfully submitted

Melissa Smith, 3/5/2018

Attachments:

Agenda

Manager's Report

# Library Manager's Report for Jan Board meeting – 02/06/18

## I. Financial

### A. Revenue

1) Fines, copies, and faxes <input checked="" type="checkbox"/>	89.00
2) Community Room	25.00
Total -----	<b>114.00</b>

### B. Expenditures

1) Edith Ashley (205-51.88/450-38.80/460-11.86)	102.54
2) Amazon	215.71
3) Baker & Taylor	426.68
4) Junior Library Guild	848.20
5) Country Living	29.97
6) Every Day	25.00
7) People	118.26
8) Seaway Valley Lawn Care	160.00
9) Johnston's H2O	21.90
10) Waddington True Value	35.34
11) National Grid	00.00
12) St. Lawrence Gas <input checked="" type="checkbox"/>	439.61
13) Verizon	72.93
Total -----	<b>02,496.17</b>

## II. Library

- A. The passwords for our SIRI profiles were changed, NCLS wants to change them more regularly.
- B. I was able to talk with Russ Strait, he is letting us use his old home movies.
- C. I attended the SLC Directors meeting in Massena. We discussed combining SURJ and community reads.
- D. Melissa D'Angelo contacted me about doing a youth cooking class. Jody Tosti from B99.3 also called about an interview, I pointed her in Melissa's direction. We started the classes on the 31<sup>st</sup> and will end on March 14<sup>th</sup>. The first class had 6 kids attend.
- E. The website for the annual report opened on the 17<sup>th</sup> and the open lab was on the 18<sup>th</sup>. I worked on the report and submitted it on February 2<sup>nd</sup>.
- F. The first wave of Fiber Optic guys showed up on the 26<sup>th</sup>. They were done on the following Tuesday. The second wave showed up and finished on February 1<sup>st</sup>. NCLS will come and finish when FirstLight gives them a completion notice.
- G. I've been thinking about things for the kids to do during mid-winter break. As well as, summer reading programs.
- H. The neighborhood center donated 3 prints. I got frames for them and I'd like to hang them in the community room.
- I. I submitted a brief article to the recorder.
- J. Who is responsible for the front sidewalk?
- K. Renée's cat died.

L. The website and FB are continually being updated

M. Jan Use

- a. 766 people used the library
- b. 156 people used computers
- c. 28 people copied/faxed/lift
- d. 445 adult reference
- e. 69 child reference
- f. 3 new adult cards
- g. 2 new juvenile cards
- h. 14/81 Programs Offered / Attended
- i. Circulation
  - i. 251 Adult Transactions
  - ii. 150 Juvenile Transactions
  - iii. 13 Other Item Type Transactions
  - iv. 197 ILL/ICICILL Transactions
  - v. 611 Total Transactions