

Waddington Hepburn Library

Minutes of February 5, 2019

The meeting was called to order at 6:05pm by President Cheryl Carr-Dominy.

Present: Cheryl Carr-Dominy, Scott Loomis, Edith Ashley, Margie Todd, Don Finen, Bob Miller and Heather Jock. Evelyn Fiske joined by video call.

Absent: Kevin Kitzman

Citizens: None

Agenda: The agenda was approved on a motion by Cheryl, seconded by Heather

Minutes: The minutes of January were approved as read: moved by Cheryl, seconded by Margie.

Town: Scott Loomis

Nothing to report.

Manager's Report: Edith Ashley, See Attachment

A. Friends will vote to pay for 100 year banner. We like the inside picture with words not covering the picture.

B. Red Cross has been told they have to sign policy to use the community room. Grace agreed and set up new drives.

C. Money has already been received for the Tween grant.

D. Dollar General grant may be a community grant. Will not work for summer reading program.

E. Maitlands hasn't stopped in yet to look at community room floors. They were done 12/2017.

F. IMLS - Institute of Museum and Library Services.

G. Community report is part of standards.

H. Steve is the programmer. Resubmitted 2/4/2019.

I. Anne Johnson will be doing taxes again on March 13th & 27th. Free for anyone

J. Frank Revetta @ SUNY Potsdam needs dates for SRP to visit planetarium.

K. Matt Doherty from Amazon business called to check on us.

L. Scott please remind Dave P. about the security light.

Financial Report: Kevin was not here to report.

Friends Report: Nothing to report.

Building Report: Kevin was not present.

Old Business: Strategic Planning - Cheryl is preparing a rough draft.

100 year celebration - order pens, shirts (will work with Randy for logo) (go with larger sizes and a variety of colors.

New Business: Nothing to report.

The meeting was adjourned at 6:32 pm.

Next Meeting: March 5, 2019.

Respectfully submitted,
Heather Jock 3/2/2019

Attachments:

Agenda

Manager's Report

WADDINGTON HEPBURN LIBRARY

Agenda February 5, 2019

6:00 pm – Open meeting

Adopt the Agenda

Adopt the Minutes from January meeting

Citizens' Comments

Town Board Report –

Library Manager's Report -Edith

Financial Report – Kevin

Friends Report –

Building Report – Kevin

Old Business

1. Strategic planning
2. 100 yr Anniversary plans

New Business

NEXT MEETING – Tuesday March 5, 2019

Library Manager's Report for Jan Board meeting – 02/05/19

I. Financial

A. Revenue

1) Fines, copies, and faxes	000.00
2) Adopt-A-Book	45.00
3) Youth Bureau (Tween Grant)	910.00
4) Donation (Patterson)	200.00
Total -----	1,155.00

B. Expenditures

1) Baker & Taylor	128.19
2) People	118.26
3) Johnston's H2O	15.95
4) Waddington True Value	31.49
5) NCLS (fiber optic)	133.74
6) National Grid	107.08
7) St. Lawrence Gas	407.76
8) Verizon	70.93
9) Whalen, Davy, and Looney	200.00

John Sheets – Fire Extinguisher

16.50

Total -----	1,213.40	1229.90
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II. Library

- A. I sent out the pics of the library to Roy. He sent us samples on the 16th.
- B. Grace from Red Cross called and set up new drives; May 7th & July 2nd. I told about the last drive and let her know they would have to sign the community room policy, she was all for it.
- C. I worked on the end of year report for the Tween grant from the Youth Bureau. I mailed it out the 14th.
- D. I received an email from Vanessa Hahn, she sent me a link for a Dollar General grant for summer reading programs. After registering and researching it, the grant was only for programs that specialized in struggling readers. They wanted to go to the planetarium last year but it was too late. I email the professor in charge and will be in touch with him.
- E. I called Maitlands on the 11th to have them come and look at the community room floors. They were supposed to stop by on the 31st.
- F. I got a call from Hope Decker from Pioneer Library System. We were 1 of 26 libraries nationwide chosen to get an IMLS grant. She asked me a bunch of questions and said she'd get back to me.
- G. I created a community report and sent a letter to the Waddington Recorder on the 22nd.
- H. I submitted our annual report on the 24th! Steve Gaines called later that day with changes they needed to make.
- I. Anne Johnson will be doing taxes again this year, along with Shannon Villnave.
- J. I emailed Frank Revetta from SUNY Potsdam about attending a planetarium program from our SRP. He said let him know dates.

K. Matt Doherty from Amazon Business Accounts called to see how we were doing.

L. Dave P. said he hasn't forgotten about the security light.

M. The website and FB are continually being updated

N. JAN Use

- a. 610 people used the library
- b. 171 people used computers
- c. 72 people copied/faxed/lift
- d. 436 adult reference
- e. 145 child reference
- f. 14/50 Programs Offered / Attended
- g. 9 Community Room Uses
- h. 2 new adult cards
- i. 0 new juvenile cards
- j. Circulation
 - i. 176 Adult Transactions
 - ii. 116 Juvenile Transactions
 - iii. 16 Other Item Type Transactions
 - iv. 179 ILL Transactions
 - v. 487 Total Transactions