

**WADDINGTON HEPBURN LIBRARY
MINUTES OF February 4, 2020**

The meeting was called to order at 6:00 pm by President Heather Jock.

Present: Margie Todd, Heather Jock, Edith Ashley, Tom Tomlins, Sarah Treptow, Bob Miller, Dave McBath, and Don Finen.

Missing: Evelyn Fiske

Agenda: The agenda was adopted on a motion by Heather and seconded by Margie.

Minutes: Duffy requested two changes to the January minutes. Those changes were made and the minutes resent.

Town Board Report:

- A. The town is installing a 275' cell tower.
- B. Town is working on approving some proposals with NYPA (cabins & boat launch).
- C. There will be a jet ski race this summer.
- D. The Town is putting in a grant application for a snow plow.
- E. Dave will bring the Annual Report to Carol when approved by State.

Library Manager's Report: Edith Ashley. See attached

- A. AC estimates: we've only received one quote so far (Cornerstone) and should get 2 more soon.
- B. Marsh law firm letter is with lawyers now.
- C. We will have someone help Duffy with budget process moving forward so it isn't all one 1 person.
- D. Heather made motion to approve Annual Report (attached) and Tom seconded. When we receive the state approved copy, Dave will bring to town to keep on file.

Financial Report: Margie will go to bank to sign account documents. We are continuing to work on finding someone to do Library taxes.

Friends Report: The Friends hadn't met since the last meeting. Their next meeting is in March.

Building Report: Walk around will be done in Spring.

Old Business:

- A. Received thank you note for participating in Lights on the River.
- B. Duffy will order Hot Spots.
- C. Waiting for more construction grant estimates.

New Business:

- A. Don moved and Tom seconded that all library employees are paid at least minimum wage for 2020.
- B. Margie made motion and Bob seconded that Duffy will take home an old computer with SIRSI that isn't being used to be able to do work from home sometimes.

The meeting was adjourned at 7:04 pm by Heather.

Attachments

Agenda

Library Report

Respectfully Submitted,

Sarah Treptow

WADDINGTON HEPBURN LIBRARY
Agenda February 4, 2020

6:00pm - Open Meeting

Adopt the Agenda

Adopt the Minutes from the January meeting

Citizens' Comments

Town Board Report

Library Manager's Report – Edith

Financial Report – Margie

Friends Report

Building Report

Old Business

- Construction Grant Estimates
- Lights On The River

New Business

- Salaries
- Taxes
- Letter
- Old Computer with SIRSI

NEXT MEETING - Tuesday March 3, 2020

Library Manager's Report for Jan Board meeting – 02/04/2020

I. Financial

A. Revenue

1) Fines, copies, and faxes	✓		40.00
2) Community Room (Dimon)			25.00
Total			65.00

B. Expenditures

1) Edith Ashley (205-42.92/420-45.89/460-16.94)			105.75
2) Amazon (205-102.86/400-92.11)			194.97
3) Baker & Taylor			255.40
4) Blackstone Publishing			50.95
5) Good Housekeeping			11.97
6) People			159.20
7) Waddington True Value			20.99
8) National Grid			0.00
9) St. Lawrence Gas/Liberty Utilities	✓		410.04
10) Verizon	✓		69.83
11) BroDart			56.75
12) John Sheets (Fire Extinguisher Inspection)			16.50
Total			1,352.35

II. Library

- A. We received an email from Kevin Kitzman regarding online access to our accounts. He gave me the information and I changed it over so he wouldn't get anymore emails. I passed it along to Margie.
- B. I ordered bags and goodies for the Summer Reading Program.
- C. I called around for quotes; Cornerstone (16th), Aeon (13th) and S&L (21st) stopped for do and estimate. So far only Cornerstone has emailed an estimate.
- D. I stopped by the Norwood Library and picked out a couple shelves for the kids NF books.
- E. I emailed our liaison regarding minimum wage, this was his response
 - a. "we contacted our lawyer Stephanie Adams last March and her belief was that all library types are required to pay the state minimum wage and are not exempt from that as municipal employers are. Her belief was that libraries, which are typically considered quasi-governmental organizations, need to meet the standards set out in education and non-for-profit law. As you know, you have your own governing board and EIN separate of the municipality too."
 - b. I reworked the wages with minimum wage, we will have to transfer \$420 from utilities to cover it.
- F. We received a letter from Marsh law firm, I asked Lloyd to look it over. He said give it to Charlie and let him know if we need anything else, Carol Faxed it over to Charlie. Charlie said he was not equipped for it and to get a lawyer. Lloyd talked with his partners and they said have the town put the insurance carrier on notice.
- G. I had to do more transfers with in line items. Only the ones that Cheryl signed.

- H. I started working on the annual report the 17th. A couple things came up from doing the report. Carol needs a copy of Sarah's sexual harassment certificate; Carol may also have another class for those that missed the last one. My salary was another thing; we should discuss the budget process. I finished the report on the 21st and submitted it on the 22nd.
- I. I did a "year in review" for the recorder plus pictures.
- J. I left a message with Robert McNeil, River Tax service, on the 27th, no return call yet.
- K. I did some research for a Canadian resident on Ancestry.
- L. I attended a webinar for Canva on the 29th.
- M. Bill Todd dropped off an escape room kit on the 29th.
- N. I filed the 990 postcard for the Friends on the 31st.
- O. The website and FB are continually being updated
- P. Jan Use
 - a. 664 people used the library
 - b. 187 people used computers
 - c. 40 people copied/faxed/lift
 - d. 587 adult reference
 - e. 178 child reference
 - f. 13/36 Programs Offered / Attended
 - g. 1 Community Room Uses
 - h. 3 new adult cards
 - i. 1 new juvenile cards
 - j. Circulation
 - i. 271 Adult Transactions
 - ii. 133 Juvenile Transactions
 - iii. 16 Other Item Type Transactions
 - iv. 202 ILL/ICICILL Transactions
 - v. 622 Total Transactions