

# Waddington Hepburn Library

## Minutes of March 6, 2018

The meeting was called to order at 6:03 pm by President Cheryl Carr-Dominy.

**Present:** Cheryl Carr-Dominy, Kevin Kitzman, Scott Loomis, Edith Ashley, 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 February were approved as read: moved by Cheryl, seconded by Kevin.

**Town:** Scott Loomis

The sidewalk is the village's responsibility.

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

1. As of February 6th, we have Fiber Optic. The town needs to sign the Real Property Certification.
2. Louise Holmes donated the book, A Child Went Forth by Helen McKnight.
3. The grant papers arrived from DASNY on February 14th. There is a 2 week time frame of March 16. Vicki asked for a bid package. The ballpark figure is \$27,000.
4. We received almost \$20 back from AmazonSmile.
5. Taxes are due in May. Whalen, Davey, and Looney are aware that Kevin is the new contact person.
6. David Putney is ordering parts for the downstairs commode and will call Bryan Mott. Kevin may be able to fix it, though.
7. Steve Gaines mentioned a grant to purchase OPACS, but we do not have a real need. A construction grant was discussed to possibly add outlets and AC.
8. Next year, 2019, is our 100 year anniversary. Madrid did a cookbook. Friends are considering a Waddington book.

**Financial Report:** In regards to our SAM grant, we will first access our surplus fund and will then use the Haggett monies. This will be done with the intention of reimbursing our Haggett Savings first, and the Surplus after that. Our surplus at the end of last year was \$34,900.

**Friends Report:** They will meet on March 8th.

**Building Report:** Vicki needs the scope of work.

**Old Business:**

1. We have Fiber Optic!

2. Cheryl will look into the EJK grant.

**New Business:**

1. Contact Miller's Greenhouse about suggestions for landscaping.

The meeting was adjourned at 7:04.

Next meeting, April 3.

Respectfully submitted

Melissa Smith, 4/2/2018

Attachments:

Agenda  
Manager's Report

**WADDINGTON HEPBURN LIBRARY**

Agenda February 6, 2018

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 –**

**Friends Report –**

**Building Report – Kevin**

**Old Business**

1. Fiber optic project update

**New Business**

1. Ezra Jack Keats mini grant  
2. Vice President ?

**NEXT MEETING – March 6, 2018**

# Library Manager's Report for Feb Board meeting – 3/6/18

## I. Financial

### A. Revenue

1) Fines, copies, and faxes	46.00
2) Community Room (Richardson)	25.00
Total -----	<b>71.00</b>

### B. Expenditures

1) Waddington Chamber of Commerce	30.00
2) Amazon	105.62
3) Coast to Coast	192.99
4) ProSource	120.18
5) Center Point LP	1,682.64
6) Good Housekeeping	10.00
7) Johnston's H2O	4.00
8) Waddington True Value	19.99
9) National Grid	00.00
10) St. Lawrence Gas	537.90
11) Verizon	77.07
12) Baker & Taylor	268.40
13) NCLS (Domain-Access-Router)	279.99
Total -----	<b>3,328.78</b>

## II. Library

- A. We have Fiber Optic!!!!!! DANC came in on the 12<sup>th</sup> to do their part of the project. Joe from NCLS came on the 16<sup>th</sup> to finish the project. The next step is the signing of the Real Property Certification.
- B. We received a call from Louise Holmes wanting to donate the book "A Child Went Forth" by Helen McKnight. She sent it via mail.
- C. The grant papers from DASNY arrived in the mail on the 14<sup>th</sup>. I'm getting through it. I emailed Diane on the 27<sup>th</sup> for a start date on the steps. She put us on the calendar for April 16<sup>th</sup>, with a time frame of 2 weeks. I also asked Vicki, since she gave us the estimate on the painting part of it, if she was still interested. She asked for a bid package.
- D. We received \$19.81 from AmazonSmile on the 15<sup>th</sup>.
- E. I sent an e-mail to Whalen, Davey and Looney to let them know Kevin is the new contact person for taxes. I also asked for a list of items they will need.
- F. I called David P. on the 16<sup>th</sup> to let him the commode downstairs was leaking. He stopped on the 21<sup>st</sup>, he said he'll order parts and calling Bryan Mott.
- G. Steve Gaines from NCLS called on the 21<sup>st</sup>. They wrote a grant through NNYLN to purchase OPACS for libraries that don't have them, this is a dedicated system for patrons to be able to search the catalog. All we have to do is donate the screen, keyboard and mouse. We talked about where it will be located. We also talked about a construction grant to add outlets.

H. We had a tween painting class on the 23<sup>rd</sup> given by Patty VanPatten, we had 9 painters.

I. The website and FB are continually being updated

J. Feb Use

- a. 806 people used the library
- b. 169 people used computers
- c. 28 people copied/faxed/lift
- d. 412 adult reference
- e. 92 child reference
- f. 2 new adult cards
- g. 0 new juvenile cards
- h. 17/96 Programs Offered / Attended
- i. 9 Community Room Uses
- j. Circulation
  - i. 226 Adult Transactions
  - ii. 180 Juvenile Transactions
  - iii. 17 Other Item Type Transactions
  - iv. 141 ILL/ICICILL Transactions
  - v. 564 Total Transactions