

# Waddington Hepburn Library

## Minutes of March 5, 2019

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

**Present:** Cheryl Carr-Dominy, Scott Loomis, Bob Miller, Evelyn Fiske, Don Finen, Edith Ashley, Kevin Kitzman, and Heather Jock.

**Absent:** Margie Todd

**Citizens:** None

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

**Minutes:** The minutes of February were approved as read: moved by Cheryl, seconded by Kevin.

**Town:** Scott Loomis Nothing

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

- A. Ann Johnson (AARP) will provide free tax filing.
- B. Barbara Evans donated a painting by Hazel Fox. Edith bought frames. The hardware store cut glass for one.
- C. The Alzheimer's Association would like to use space to have classes. Someone will contact Edith.
- D. The J-NF shelves are sagging, they may be a hazard. A new shelf is needed. Possibly Amish built?
- E. The Night Diary, The Book of Boy, and Merci Su\*arez Changes Gears were won from NCLS.
- F. We received a large amount of Federal tax forms from Ogdensburg. Some were given to Lisbon and Madrid was asked without reply.
- G. Zak Duprey is okay with us borrowing the display cases and doll house from the Moore museum. He is not the curator as of yet.
- H. \$10.18 received from Amazon Smile.
- I. One of the friends offered to pay for National Geographic from Amazon.
- J. NCLS has another sick pc from us. It would come on, blink, and turn off.
- K. The boiler inspector said we are missing the low water shut off sensor. His report will be mailed to Carol. Brian Mott should install at no cost because it should have been installed at the same time as the boiler. The high limit manual reset is also missing. We should have Brian Mott (or someone) turn on boiler, clean and inspect.
- L. Battle of the Books - Edith is in contact with the teachers at the school. Regional battle is May 4th.

**Financial Report:** Kevin reported our taxes are done!

**Friends Report:** The Friends will meet on March 14th.

They are buying the banner for our 100 year celebration.

**Building Report:** Kevin

Friday May 10th - The \$3000 Arconic grant will be used outside to complete a spring spruce up.

Vicki will be doing windows (painting outside) in the Spring.

**Old Business**

1. Strategic Planning - another survey - distribution possibilities: Facebook, email, stuff in books, Post Office
2. 100 year Anniversary plans - order pens, t-shirts (Randy was contacted, has not responded), writing contest for older kids, poster contest for younger kids.

**New Business**

1. Book sale questions - sales were down, possibly leave Main St. open as far as the handicap entrance so people can get to library to shop
2. Annual Report reviewed and approved

Attached:

Agenda

Managers' Report

Respectfully Submitted April 1, 2019,

Heather Jock

# 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 Feb Board meeting – 03/05/19

### I. Financial

#### A. Revenue

1) Fines, copies, and faxes	✓	86.50
2) Amazon Smile		10.18
3) NCLS deposit		2,000.00
Total -----		<b>2,096.68</b>

#### B. Expenditures

1) Edith Ashley		96.48
2) ProSource		115.40
3) Amazon		28.48
4) Baker & Taylor		211.88
5) Center Point Large Print		1,682.64
6) Johnston's H2O		5.00
7) Seaway Valley Lawn Care		160.00
8) National Grid	✓	99.16
9) St. Lawrence Gas	✓	515.88
10) Verizon	✓	70.55
11) Waddington True Value		15.97
Total -----		<b>3,000.84</b>

### II. Library

- A. Ann Johnson and Shannon Villenave will be providing free tax filing on the 13<sup>th</sup> and 27<sup>th</sup>.
- B. Barbara Evans donated a painting by Hazel Fox and an additional print. I bought frames for them from Walmart. The glass on one broke so I had the hardware store cut a piece of glass to fit it.
- C. Someone from the Alzheimer's association stopped by on the 6<sup>th</sup>, to see about using our space for classes. I told her sure, so she will be giving our contact information to the person that does scheduling, no word as of yet.
- D. I happen to take a close look at the J-NF shelves, they may be a hazard.
- E. We won 3 Newberry award books from NCLS. (The Night Diary, The Book of Boy, & Merci Suarez changes gears)
- F. We received Federal tax forms from the Ogdensburg Library.
- G. I emailed Zak Duprey about borrowing the display cases and doll house from the Moore museum. He was okay with it but hasn't been made curator yet.
- H. We received \$10.18 from Amazon Smile.
- I. We had one of the friends offer to pay for the National Geographic magazine.
- J. We had another sick pc, I sent it to Jerry on the 26<sup>th</sup>.

- K. The boiler inspector from the Department of Labor stopped on the 25<sup>th</sup>. He found a couple of things missing, code violations. Low water shut off sensor and high limit manual reset were missing. His report gets mailed to Carol. I have his card in case there are any questions.
- L. I have been in contact with the teachers at the school regarding Battle of the Books
- M. The website and FB are continually being updated
- N. Feb Use
  - a. 720 people used the library
  - b. 157 people used computers
  - c. 22 people copied/faxed/lift
  - d. 457 adult reference
  - e. 120 child reference
  - f. 9/41 Programs Offered / Attended
  - g. 13 Community Room Uses
  - h. 2 new adult cards
  - i. 2 new juvenile cards
  - j. Circulation
    - i. 179 Adult Transactions
    - ii. 106 Juvenile Transactions
    - iii. 11 Other Item Type Transactions
    - iv. 180 ILL/ICICILL Transactions
    - v. 476 Total Transactions