

**WADDINGTON HEPBURN LIBRARY
MINUTES OF March 3, 2020**

The meeting was called to order at 6:01 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: One changes to the February minutes - the tower being built in Waddington is a communications tower, not a cell tower.

Town Board Report:

A. The Town went over letter from attorney, moving forward we will refer everything related to the town attorney.

B. Dave will see if library can have a copy of the letter for our records.

Library Manager's Report: Edith Ashley. See attached

A. Will talk to Hunger Solutions regarding summer meal program to see if we can have the program at the library.

B. Will try to have Alzheimer's class in April.

C. Nextiva is the voiceover IP telephone (rather than landline), we received a quote to switch but aren't interested now.

D. Employees referred their minimum wage paybacks.

Financial Report: Margie put her name on the bank account and signed. She emailed Gray & Gray but hasn't heard back.

Friends Report: Their next meeting is later this month.

Building Report: No report.

Old Business:

A. We haven't received more quotes for central air installation. We will put ad in paper for bids.

New Business:

A. Do we want to have Matt Corey (our NCLS liaison) come explain the municipal vote option? Yes.

The meeting was adjourned at 6:30 pm by Heather, Tom seconded.

Attachments

Agenda

Library Report

Respectfully Submitted by
Sarah Treptow

WADDINGTON HEPBURN LIBRARY

Agenda March 3, 2020

6:00pm - Open Meeting

Adopt the Agenda

Adopt the Minutes from the February meeting

Citizens' Comments

Town Board Report - Dave McBath

Library Manager's Report - Edith

Financial Report - Margie

Friends Report - They will meet this month.

Building Report

Old Business - Construction grant

New Business - Municipal Vote

NEXT MEETING - Tuesday April 7, 2020

Library Manager's Report for Feb Board meeting – 03/03/20

I. Financial

A. Revenue

1) Fines, copies, and faxes	✓	20.00
2) Community Room (Haney, Putney)	✓	50.00
3) Johnston's Water refund	✓	19.00
4) Donation	✓	25.00
5) Amazon Smile		8.73
Total -----		122.73

B. Expenditures

1) Edith Ashley (205-85.80/460-14.98)		100.78
2) Coast to Coast		270.69
3) ProSource		122.15
4) Amazon		96.17
5) Baker & Taylor		470.15
6) Center Point Large Print		1,682.64
7) Liberties Utilities	✓	428.08
8) National Grid		0.00
9) Verizon	✓	70.86
10) BroDart		56.75
Total -----		3,298.27

II. Library

- A. I created new passwords for SIRSI, NCLS required.
- B. We received a check from Johnston's for our over payment, \$19.
- C. I listened to a webinar from Hunger Solutions regarding the summer meal program.
- D. Dawn, from NCLS, called on the 6th for a couple changes to our annual report. She had to move a couple figures around in between lines. Example; we received a bill and a credit from NCLS but the credit didn't show on the bill.
- E. We received the subpoena on the 6th. I talked with the town's insurance rep, Mike Gillette, on the 7th. He asked for a copy of the original letter and subpoena, he will pass them along to the insurance company's lawyer. Steve Schroller, the lawyer, called on the 10th to say since it is a general liability claim it has to be handled by the insurance company the town had at the time of the claim. (File # TNT-0158868). The town board has asked Charlie to take over, he will be sending a letter to the Marsh Law Firm. We received a letter from Charlie on the 13th.
- F. Anne Johnson will be back again next month to do taxes for 2 Wednesdays, 1-3pm.
- G. We had a missing dvd from one of our popular series, I called the Fulton Library.
- H. We received NYS tax forms on the 13th.
- I. John Tenbush asked if we could have a dedicated computer for people to take the census. I assured him we would. The census class for the 18th has been rescheduled to next month.

- J. I emailed Whalen, Davey and Looney to see what they need for taxes. I asked when they would be started, she wrote [We are completing individual, fiduciary and business tax returns that are due March 15th and April 15th. This is our busy season and since Form 990 returns are due May 15th, we start them after April 15th when our schedules slow down a little.](#)
- K. Kevin Kitzman emailed to let us know he has set up the ACTION grant for May 8th, 1-5. They will be cleaning the basement windows (inside and out) and whatever else we can think.
- L. I received and filled out a contract from Verizon regarding the hotspots, waiting to hear back from them.
- M. We received \$8.73 from Amazon Smile
- N. Anna Turnbell called and cancelled the Alzheimer's class.
- O. The website and FB are continually being updated
- P. Feb Use
 - a. 510 people used the library
 - b. 149 people used computers
 - c. 43 people copied/faxed/lift
 - d. 497 adult reference
 - e. 104 child reference
 - f. 12/27 Programs Offered / Attended
 - g. 4 Community Room Uses
 - h. 2 new adult cards
 - i. 0 new juvenile cards
 - j. Circulation
 - i. 238 Adult Transactions
 - ii. 106 Juvenile Transactions
 - iii. 8 Other Item Type Transactions
 - iv. 151 ILL/ICICILL Transactions
 - v. 503 Total Transactions