

# Waddington Hepburn Library

## Minutes of April 3, 2018

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

**Present:** Cheryl Carr-Dominy, Scott Loomis, Edith Ashley, Margie Todd, Heather Jock, Lloyd Grandy, and Melissa Smith

**Absent:** Bob Miller, Kevin Kitzman

**Citizens:** none

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

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

**Town:** Scott Loomis  
Nothing to report.

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

- Ruth needs at least 10 people to participate in the barn quilting class. The cost is \$65-\$70. She supplies everything.
- Edith got Charlie Nash's signature for the last part of the Fiber Optic project.
- Edith attended the Summer Reading Program class on the 7th, and they made harmonicas.
- Mabel Baker's donation money will be used to pay for the Utica Zoo presentation in July.
- The beautiful, hand-carved letter opener made by Richard Carlisle will be raffled off by the Friends group.
- It was suggested at the facilities class that we set up a Capital Reserve Fund for renovations or big projects.
- NCLS is offering key tags for free.

**Financial Report:** Kevin was absent.

**Friends Report:** They met on March 8th.

**Building Report:** Kevin was absent.

**Old Business:**

1. Cheryl checked into the Ezra Jack Keats Mini Grants, and they are due by March 31st every year. They are not a lot of work because they are things that Duffy is already doing.
2. Focus on fixing the steps, painting, etc., and wait to do a construction grant another time.

**New Business:**

1. They will start working on the steps at the end of April.

The meeting was adjourned at 6:30.  
Next meeting, May 1.

Respectfully submitted,  
Melissa Smith, 4/30/2018

Attachments:

Agenda

Manager's Report

# Library Manager's Report for Mar Board meeting – 3/08/18

## I. Financial

### A. Revenue

1) Fines, copies, and faxes	102.00
2) Community Room (Griffin, Whalen)	75.00

Total ----- **179.00**

### B. Expenditures

1) Utica Zoo (SRP)	162.50
2) Edith Ashley	181.23
3) Amazon	155.66
4) Johnston's H2O	10.95
5) Seaway Valley Lawn Care	180.00
6) National Grid	00.00
7) St. Lawrence Gas <span style="float: right;"><input checked="" type="checkbox"/></span>	475.24
8) Verizon <span style="float: right;"><input checked="" type="checkbox"/></span>	70.81
9) W.B. Mason	249.04

Total ----- **1,485.43**

## II. Library

- A. I had a patron ask about us hosting a barn quilting class. I contacted the lady that does the class in Colton. I gave her a couple dates and she will be getting back to me after they have their next meeting.
- B. I got Charlie Nash's signature for the last part of the fiber optic project. I thought I could use the same document for the stairs grant, nope. I scanned and mailed out the DASNY grant on the 19<sup>th</sup>! I received an e-mail regarding the lease letter. I had to send them the deed, charter and a new site control letter.
- C. I attended the SRP class on the 7<sup>th</sup>.
- D. I received the invoice for the Utica Zoo presentation in July. I think I will use the donation from Mabel Baker to pay for most of this.
- E. I received a call from Richard Carlisle regarding his ad in the paper about his letter opener. I suggested we have the Friends group raffle it off. We received it in the mail on the 21<sup>st</sup>.
- F. I attended the JAB/DO meeting in Potsdam on the 15<sup>th</sup>.
- G. I talked with Angela on the 20<sup>th</sup>, when we got the incentive it came with weeding help from NCLS. I set up an appointment on the July 10<sup>th</sup> to weed both Non-Fiction sections.
- H. I attended the facilities class on the 20<sup>th</sup>. They had some good suggestions, one was to set up a Capital Reserve Fund (there is no cap) for renovations, etc.
- I. NCLS is offering key tags for library cards as well.
- J. The website and FB are continually being updated
- K. MAR Use

- a. 794 people used the library
- b. 186 people used computers
- c. 70 people copied/faxed/lift
- d. 411 adult reference
- e. 100 child reference
- f. 2 new adult cards
- g. 0 new juvenile cards
- h. 19/84 Programs Offered / Attended
- i. 11 Community Room Uses
- j. Circulation
  - i. 226 Adult Transactions
  - ii. 215 Juvenile Transactions
  - iii. 18 Other Item Type Transactions
  - iv. 137 ILL/ICICILL Transactions
  - v. 596 Total Transactions