

WADDINGTON HEPBURN LIBRARY

Minutes of April 2, 2019

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

Present: Cheryl Carr-Dominy, Evelyn Fiske, Kevin Kitzman, Margie Todd, Scott Loomis, Edith Ashley and Heather Jock.

Missing: Don Finen and Bob Miller

Citizens: None

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

Minutes: The minutes were approved as read, on a motion by Cheryl, seconded by Kevin.

Town: Scott Loomis Nothing

Manager's Report: Edith Ashley, See Attachment.

- A. Randy from Great Northern says we will have a sample shirt by the beginning of the month.
- B. Medals were ordered for Battle of the Books. Pens were ordered for 100 years also.
- C. Carol and Lori were made aware of reports Edith was getting from Darlene.
- D. There was a Summer Reading class on March 7th. They had some great ideas. The theme this year is Universe of Stories.
- E. Dave Putney took the security light on March 7th. They replaced it on March 27th. The new one is very bright.
- F. Edith attended the JAB/DO meeting on March 14th. It is suggested that this is something Renee should attend.
- G. Dawn had some annual report questions. NCLS fees are moved to another line. Don's term ends this year because it is when Melissa's term should have ended.
- H. The internet was down on March 19th because it was down in Vermont. It was back up before opening.
- I. Robin from Johnston's Water decided to write off the \$5 difference.
- J. MOST decided it was too far to travel for Summer Reading.
- K. Francis from the hardware store may donate soil for an Easter planting activity (instead of crafts).
- L. Louise Penney was emailed for an author visit. No reply yet. Not sure if another try will be attempted.
- M. Brian Mott worked on the boiler. Not sure what he did.
- N. Renewal for Junior Library Guild was canceled. Brian will renew and come back with current offers.
- O. Check places like Office Max to figure out a price for laminating.

Janet is taking all April Saturdays off. The Library will be closed on Saturdays. Only 2-3 people were in attendance.

Financial Report: Kevin - Nothing

Friends Report: They have started meeting again

Building Report: Kevin - Arconic Grant is set for May 10. "Spring cleaning" inside and out, flower planting outside.

Old Business:

1. Strategic Planning - Mission Statement - Kevin took time to rewrite the mission statement. It is updated and informative.
2. 100 year plans - pens were ordered, waiting on a shirt sample.

Attachments

1. Agenda
2. Manager's Report

Respectably Submitted,
Heather Jock 5/7/19

WADDINGTON HEPBURN LIBRARY

Agenda April 2, 2019

6:00 pm – Open meeting

Adopt the Agenda

Adopt the Minutes from March meeting

Citizens' Comments

Town Board Report –

Library Manager's Report -Edith

Financial Report – Kevin

Friends Report –

Building Report – Kevin

Old Business

1. Strategic planning- Mission Statement
2. 100 yr Anniversary plans

New Business

NEXT MEETING – Tuesday May 7, 2019

Library Manager's Report for Mar Board meeting – 04/02/19

I. Financial

A. Revenue

1) Fines, copies, and faxes	45.00
2) Community Room (Griffin)	25.00
Total -----	70.00

B. Expenditures

1) Edith Ashley (205-108.76/450-38.56/460-14.90)	162.22
2) Coast to Coast	220.35
3) Crown Awards	44.67
4) Baker & Taylor	354.92
5) Johnston's H2O	16.90
6) NCLS (430-133.74/460-29.44)	163.18
7) National Grid	00.00
8) St. Lawrence Gas	509.48
9) Verizon	71.43
Total -----	1,543.15

II. Library

- A. I've talked with Randy from Great Northern a couple of times. He has been quite busy but assured me he will get a sample to us by the beginning of the month. I emailed you Roy's last banner pic.
- B. I ordered medals for the battle of the books. I had to reorder.
- C. I talked with Carol and Lori about the reports I use to get from Darlene.
- D. I went to the Summer Reading class on the 7th, I got some good ideas from there.
- E. Dave Putney came and grabbed the security light on the 7th. He and Steve replaced it on the 27th.
- F. I attended the JAB/DO meeting on the 14th.
- G. Dawn called on the 15th with annual report questions. She moved NCLS fees to another line. Also, changed Don's term to finish up Missy's term.
- H. The internet was down on the 19th, the internet was down in Vermont. It was back up before we opened.
- I. After looking back two years and talking with Robin from Johnston's water, she decided to write off the \$5.
- J. I tried to get MOST to come to the library but they decided it was too far.
- K. I talked with Francis from the hardware store about maybe donating some soil and seeds. I'm going to try a planting day instead of Easter crafts before the egg hunt.
- L. I emailed Louise Penny again about an author visit, no reply yet.
- M. Brian Mott came and worked on the boiler the 22nd.
- N. Brian from Junior Library Guild called to ask about our renewal and a new offer they have.
- O. I laminated a page for a gentleman, what should we be charging?
- P. The website and FB are continually being updated

Q. Mar Use

- a. 729 people used the library
- b. 179 people used computers
- c. 30 people copied/faxed/lift
- d. 536 adult reference
- e. 170 child reference
- f. 17/100 Programs Offered / Attended
- g. 12 Community Room Uses
- h. 1 new adult cards
- i. 0 new juvenile cards
- j. Circulation
 - i. 198 Adult Transactions
 - ii. 153 Juvenile Transactions
 - iii. 11 Other Item Type Transactions
 - iv. 195 ILL/ICICILL Transactions
 - v. 557 Total Transactions