

# Waddington Hepburn Library

## Minutes of May 1, 2018

The meeting was called to order at 6:00 pm by President Cheryl Carr-Dominy.

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

**Absent:** Kevin Kitzman

**Citizens:** none

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

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

**Town:** Scott Loomis

Nothing to report.

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

1. Duffy will no longer be ordering Lysol from Amazon because the last 2 orders have been ruined.
2. On Friday, April 9th, someone dropped off a homeless woman. Renee and Duffy helped the lady get groceries and a room at the hotel.
3. Duffy wrote a reference letter for Audrey Higginson.
4. The signed proposal was emailed to Lupini on April 10th.
5. Munson Miller and Kevin met on April 19th to discuss the front landscaping. Duffy received the estimate on the 30th.
6. A student volunteer came on April 20th for a couple of hours to work on a list that Duffy gave him to do. He has not returned since that day.
7. Duffy took the last full week of April off.

**Financial Report:** Kevin was absent.

**Friends Report:**

**Building Report:** Kevin was absent.

**Old Business:**

1. Action Grant- May 18th
2. Front steps- May 7th

**New Business:**

The meeting was adjourned at 6:18.

Next meeting: August 7th.

Respectfully submitted,  
Melissa Smith, 5/1/2018

Attachments:

Agenda

Manager's Report

# Library Manager's Report for APR Board meeting – 05/01/18

## I. Financial

### A. Revenue

1) Fines, copies, and faxes	94.40
2) Adopt-A-Book (Miller/O'Geen)	70.00
3) Community Room	50.00
4) Donation (Baker)	100.00
Total -----	<b>314.40</b>

### B. Expenditures

1) NCLS (1680-1,533.44/430-193.87)	1,727.31
2) Amazon	9.92
3) Baker & Taylor	368.14
4) Taste of Home	8.00
5) Woman's Day	10.00
6) Johnston's H2O	11.90
7) National Grid	00.00
8) St. Lawrence Gas	392.03
9) Verizon	71.63
10) W.B. Mason	14.50
Total -----	<b>2,613.34</b>

## II. Library

- A. I placed an order for Lysol and a dvd/cd cleaner with Amazon. I received a call from UPS on the 5<sup>th</sup>. Apparently, one of the bottles burst, ruined the box and also soaked the other box. I called Amazon to let them know, they refunded us for both. I did not reorder the Lysol, this is the second order to get ruined.
- B. Lisa from the Youth Bureau called to see if we were ready for tween programs this year. I told her we've already had 2.
- C. We had an interesting Friday on the 9<sup>th</sup>, a man dropped off a homeless woman.
- D. Audrey Higginson asked for a letter of reference on the 9<sup>th</sup>.
- E. I scanned and emailed the signed proposal to Lupini on the 10<sup>th</sup>. They started work on the 30<sup>th</sup>, he had to stop around 1:30 due to the rain.
- F. Carol Burns asked for Bob Webers number for the lift at the Old Town Hall. I asked if he came up would she let me know and maybe he could do an inspection on ours.
- G. Munson Miller and Kevin met on the 19<sup>th</sup> to go over option for the front landscaping. I received an estimate on the 30<sup>th</sup>.
- H. Robin Johnston water delivery.
- I. I had a parent of a student ask if he could come and get volunteer hours at the library. I set up a list for him, he came on the 20<sup>th</sup> for a couple hours.
- J. I started a facility plan sheet.
- K. I gathered all the tax information for Kevin to give to WDL, except the seed money account info.

- L. I took the last full week of April off.
- M. The website and FB are continually being updated
- N. APR Use
  - a. 740 people used the library
  - b. 218 people used computers
  - c. 18 people copied/faxed/lift
  - d. 434 adult reference
  - e. 57 child reference
  - f. 1 new adult cards
  - g. 2 new juvenile cards
  - h. 16/46 Programs Offered / Attended
  - i. 12 Community Room Uses
  - j. Circulation
    - i. 287 Adult Transactions
    - ii. 251 Juvenile Transactions
    - iii. 15 Other Item Type Transactions
    - iv. 171 ILL/ICICILL Transactions
    - v. 724 Total Transactions