

WADDINGTON HEPBURN LIBRARY

MINUTES OF MAY 7, 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 Evelyn, seconded by Kevin.

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. Edith spoke with Brian from JLG, we signed up for the new promotion and to have the books covered. This is 4 books from 4 different categories.

B. The inflatable planetarium program, Sci-tech, and the Utica Zoo are booked for the summer reading program.

C. Brenda Cole brought census information and requested to use the community room for census work.

D. The community report and pictures are submitted to The Recorder.

E. The Friends are donating \$500 for audio books.

F. Margo Gustina and Hope would like to use Waddington as a case study for rural libraries. They may stop by to see our library.

G. The writer group would like another author to come in and talk. Nikki is an author that has been contacted and is associated with Poets & Writers. She is from the Albany area. They are doing a memoir class.

H. Alex and NYPA contractor looked at the lights again on the 25th. They have decided to change the three over the desks.

I. The Battle of the Books was on the 27th. First place was the (Waddington) Bookworms and Second Place was (Madrid) Z.A.P. Prizes were paid for by the Legion.

J. We will purchase 4 computer chairs. The chairs currently on the kids side are broken.

K. The Friends have offered to supply cake for the 100 year open house.

L. We will no longer be open on Saturdays.

Financial Report: Kevin

We need a new CPA. Amy Moulton is one suggestion. We already have the check from Arconic (grant for spring cleaning).

Friends Report: Nothing

Building Report: Kevin

Hang Banner as part of Arconic grant. Plant more flowers partly to replace those that were plowed up this winter.

Old Business:

1. Strategic Planning - mission statement. Continuing

2. 100 yr Anniversary Plans. Continuing

New Business:

Add Roy's name to the plaque. (Those lost by the library). Should something more be done? What? Possibly hang is paintings in the kids area.

Attachments:

Agenda

Library Report

Respectfully Submitted,
Heather Jock (5/7/19)

WADDINGTON HEPBURN LIBRARY

Agenda May 7, 2019

6:00 pm – Open meeting

Adopt the Agenda

Adopt the Minutes from April 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 June 4, 2019

**Library Manager's Report for Apr
Board meeting – 05/07/19**

I. Financial

A. Revenue

1) Fines, copies, and faxes	25.00
2) Adopt a Book (Sinkeldam/Miller)	100.00
Total -----	125.00

B. Expenditures

1) Edith Ashley (7270-175.20/205-15.96/460-4.99)	196.15
2) Amazon (205-22.19/400-116.69)	138.88
3) JLG	783.64
4) NCLS (1680-1,565.83/460-133.74)	1,699.57
5) Everything Electric Potsdam (\$15.54)	23.18
6) Johnston's H2O	5.00
7) Lowe's (Emergency Light)	56.99
8) Seaway Valley Lawn Care	80.00
9) National Grid	00.00
10) St. Lawrence Gas	388.01
11) Verizon	71.00
12) Amsterdam Printing & Litho	256.99
Total -----	3,669.41

II. Library

- A. I talked with Brian from JLG, we signed up for the new promotion and to have the books covered.
- B. I have been emailing Madrid library and Chris Grubb for a planetarium program. We have agreed on a day. We have also booked Sci-tech from Watertown and the Utica Zoo.
- C. Brenda Cole from the 2020 census dropped off some information and asked if she could use the community room if needed.
- D. I sent a community report and some pics to the Recorder for the next issue.
- E. The Friends are going to donate \$500 for audio books.
- F. I received an email from Margo Gustina and Hope regarding being a case study for rural library's.
- G. I have been in contact Nikki, an author associated with Poets & Writers. Our writer group would like another author to come in and talk with them.
- H. Alex brought a NYPA contractor and a safety guy with him to look at lights again on the 25th.
- I. The Battle of the books teams came and visited on the 25th, the battle was on the 27th. 1st place was the Bookworms and 2nd place was Z.A.P. Prizes were paid for by the legion.
- J. Should we purchase new chairs for the kids side?
- K. The friends have offered to supply cakes for the 100th year open house.
- L. Saturdays?
- M. The website and FB are continually being updated
- N. Apr Use
 - a. 835 people used the library
 - b. 224 people used computers
 - c. 46 people copied/faxed/lift
 - d. 436 adult reference
 - e. 132 child reference
 - f. 11/116 Programs Offered / Attended

- g. 7 Community Room Uses
- h. 2 new adult cards
- i. 0 new juvenile cards
- j. Circulation
 - i. 255 Adult Transactions
 - ii. 119 Juvenile Transactions
 - iii. 15 Other Item Type Transactions
 - iv. 205 ILL/ICICILL Transactions
 - v. 594 Total Transactions