

**WADDINGTON HEPBURN LIBRARY  
MINUTES OF May 5, 2020**

The meeting was called to order at 6:06 pm by President Heather Jock.

**Present:** Margie Todd, Heather Jock, Edith Ashley, Tom Tomlins, Sarah Treptow, Dave McBath, Evelyn Fiske, and Don Finen.

**Missing:** Bob Miller

**Agenda:** The agenda was adopted on a motion by Heather and seconded by Evelyn.

**Minutes:** The minutes were approved on a motion by Evelyn and seconded by Tom.

**Town Board Report:**

**A.** Library will be in the Phase 4 for reopening, following NY plan. This is also what Town is following. (Current projected Phase 4 is July.)

<https://www.governor.ny.gov/new-york-forward/regional-guidelines-re-opening-new-york#phased-plan-to-re-open-new-york>

**B.** Revenue will probably be down because of sales tax and that will probably mean issues with town budget.

**Library Manager's Report: Edith Ashley.** See attached

**A.** No revenue.

**B.** Directors meet every Monday. They are discussing possible soft openings, possible curbside service when the libraries can start opening.

**C.** Overdrive is up 39%

**D.** They are doing Battle of the Books online via Kahoot!

**E.** The Friends donated \$300 to NCLS for ebooks.

**F.** For grant day this year they'll be doing yard work, reinforcing some bookshelves, carpet cleaning, and maybe window cleaning in the community room.

**G.** Census meeting tomorrow on the 6th.

**H.** Summer reading - if we're able to be open we can use the downstairs community room because there is room to keep people apart. Everything is still up in the air but we're ready to do it. Also hoping to still be able to have the book sale.

**Financial Report:** No report. Taxes are outstanding but not due until July.

**Friends Report:** No meeting since last time. They did donate the \$300 to NCLS for ebooks.

**Building Report:** Vicky wants to start scraping and repainting the windows around the library along with the front of the exterior of the library - she'll start next week with the grant.

**Old Business:**

**A.** Still waiting for bids.

**New Business:**

**A.** Duffy sent strategic plan for everyone to review.

**B.** Vicky is starting work (see building report above).

**C.** Arconic grant is pushed.

The meeting was adjourned at 6:37 pm via a motion by Don, Heather seconded.

**Attachments**

Agenda

Library Report

Respectfully Submitted by,  
Sarah Treptow

**WADDINGTON HEPBURN LIBRARY**

Agenda May 5, 2020

6:00pm - Open Meeting

Adopt the Agenda

Adopt the Minutes from the March meeting and April Resolution meeting

**Citizens' Comments**

**Town Board Report** - Dave McBath

**Library Manager's Report** - Edith Ashley

**Financial Report** - Margie Todd

**Friends Report**

**Building Report**

**Old Business** - construction grant

**New Business** - policies and strategic plan revision

Arconic Grant

Vicki starting work

**NEXT MEETING - Tuesday June 2, 2020**

# Library Manager's Report for Apr Board meeting – 05/05/2020

## I. Financial

### A. Revenue

1) Fines, copies, and faxes	000.00
Total -----	<b>000.00</b>

### B. Expenditures

1) Edith Ashley (205-40.95 / 460-54.00)	94.95
2) Amazon	102.31
3) Beak & Skiff	54.00
2) National Grid	00.00
3) Liberty Utilities	✓ 258.88
4) Verizon	✓ 69.32
5) NCLS (1680-400-\$171.00 / 430-133.74)	304.74
Total -----	<b>884.20</b>

## II. Library

- A. I have been attending weekly meeting between NCLS and library directors. As well as, summer reading meetings between directors and facilitators. I've also been volunteering on the help desk for NCLS and working on policies.
- B. Tammy has been coming in and doing a deep cleaning on the library.
- C. Kevin Kitzman contacted me to let us know the ACTION grant day will be postponed.
- D. The website and FB are continually being updated
- E. Apr Use COVID-19
  - a. people used the library
  - b. people used computers
  - c. people copied/faxed/lift
  - d. adult reference
  - e. child reference
  - f. Programs Offered / Attended
  - g. Community Room Uses
  - h. new adult cards
  - i. new juvenile cards
  - j. Circulation
    - i. Adult Transactions
    - ii. Juvenile Transactions
    - iii. Other Item Type Transactions
    - iv. ILL/ICICILL Transactions
    - v. Total Transactions