

WADDINGTON HEPBURN LIBRARY

MINUTES OF JUNE 4, 2019

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

Present: Cheryl Carr-Dominy, Kevin Kitzman, Scott Loomis, Heather Jock, Edith Ashley, Bob Miller, Margie Todd, and Don Finen.

Missing: Evelyn Fiske

Citizens: None

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

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

Town: Scott Loomis - Nothing

Managers Report: Edith Ashley, See Attachment

A. There will be Narcan training in the community room on June 26th at 6pm. They set everything up. This is OASAS (Office of Alcoholism and Substance Abuse Services).

B. Edith helped the friends file their taxes and print out previous years.

C. Poets and Writers doesn't provide for kids books. However, Nikki can do it because she has a memoir.

D. The last program for Summer Reading is SkyLyfeADK. It will be propagation and everyone can take one home.

E. Edith order items from Oriental Trading for the town, she called to return some of the last order.

F. Three libraries were emailed to see if they wanted to split the BookPage cost. Lisbon, Madrid and Norwood/Norfolk. Will try again next year. The cost is \$348. Lisbon will split with us as they did last year. Our half is paid by the friends.

G. There was a blood drive on May 7th with no issues. Only tables were left out and that isn't a problem.

H. The friends would like a date for open house.

I. CPA's needed more information. Kevin and Edith found everything.

J. Edith found a survey us for both libraries in 1989 that was sent from school. Edith recreated it and asked Madrid if they like the idea. Laurel said she just did one.

K. There will be an adult summer reading program this year! Ten books gets you a free pastry at Main Street Perc.

L. The Johnston's guy (Kevin Clark) to look at the floors downstairs (he installed). He said to use a swiffer instead of a mop.

M. Arconic had their ACTION day on May 17th. They did great!!!

N. Chairs from BroDart are \$136 per chair.

O. A book from JLG was a duplicate so they issued a coupon for a free book (coupon doesn't work, Edith will contact). A book from Baker & Taylor was damaged so they sent a replacement (the damaged copy can be kept).

P. Joe at NCLS showed Edith how to fix the Roblox issue.

Q. Edith researched a donate button for Cheryl. We need PayPal in order to add a button. It required a SSN so the process was stopped there.

R. North Country Now would like to add us to a story about libraries with passes to museums. We have the Wild Center pass.

S. Lego magazine has been subscribed to and we are awaiting the first issue.

T. Edith tried editing the logo but did not get as far as she liked.

U. Dylan from NCLS will be delivering on Tuesdays and Fridays instead of Tuesdays and Thursdays.

V. Dave Putney has been contacted about switching the water heater and turning off the boiler. He will get to it.

Financial Report: Kevin

We are in need of a new CPA.

The \$3000 from Arconic is in our "capital" account. It isn't with the taxpayer money. The balance is now \$6000.

Friends Report:

Request an Open House date.

Building Report: Kevin

Spring spruce up was a success!!

Old Business:

1. Vote on Mission Statement - The new one was voted in. Cheryl made a motion to change it. Margie seconded.
2. 100 year Anniversary plans - T-shirts, frisbees
3. Strategic Plan - ongoing

New Business:

1. New Board Member - Kevin is leaving.

Attachments:

1. Agenda
2. Library Report

Respectfully Submitted,
Heather Jock 7/2/19

WADDINGTON HEPBURN LIBRARY

Agenda June 4, 2019

6:00 pm – Open meeting

Adopt the Agenda

Adopt the Minutes from May meeting

Citizens' Comments

Town Board Report –

Library Manager's Report -Edith

Financial Report – Kevin

Friends Report –

Building Report – Kevin

Old Business

1. Vote on Mission Statement
2. 100 yr Anniversary plans
3. Strategic Plan

New Business

1. New board member

NEXT MEETING – Tuesday September 3, 2019

Library Manager's Report for Apr Board meeting – 06/04/19

I. Financial

A. Revenue

1) Donation (Friends-audio)	✓	500.00
2) Adopt A Book & Donation (Babcock)	✓	180.00
3) Donation ()	✓	75.00
Total -----		755.00

B. Expenditures

1) Edith Ashley (205-37.92, 460-39.82)		77.74
2) Amazon (205-21.46, 410-19.00, 400-28.64)		69.10
3) Baker & Taylor		448.19
4) BookPage		348.00
5) Johnston's H2O		10.95
6) National Grid		00.00
7) St. Lawrence Gas	✓	253.91
8) Verizon	✓	70.71
9) Brodart		93.67
Total -----		1,372.27

II. Library

- A. We were contacted by Dana Maguire asking if we would like to host a narcan training. We set up a time for the end of June.
- B. I helped the friends file their taxes for last year and print out previous year's tax reports.
- C. I've been in contact with Poets and writers to find a perfect writer for our writers group.
- D. I'm working on our last program for the SRP. SkyLyfeADK
- E. I put in a couple orders to Oriental Trading for homecoming.
- F. I emailed three libraries to see if any others wanted to join in for BookPage. I'll try again next year.
- G. We had the blood drive on the 7th, no issues.
- H. The friends are wondering when the open house will be.
- I. CPAs needed more information.
- J. I found a survey used for both libraries from 1989, it was passed out at school. I recreated it and ask Madrid if they like the idea. We may do it next year.
- K. I created a card for an adult summer reading card, I ran it by Brittany (Main Street Perc) and she liked it.
- L. I asked the Johnston's guy to look at the floor downstairs, he installed it.
- M. Arconic had their ACTION day on the 17th. What a great job!! Thank You!!
- N. I checked with BroDart on chairs. \$136
- O. We received a duplicate book from JLG, so they gave us a coupon for a free book. We received a damaged book from Baker & Taylor, so they sent a replacement.

- P. I contacted Joe at NCLS to see if he could fix Roblox, he did but it keeps updating. He showed me how to fix it.
- Q. I researched a couple questions for Cheryl, one was for a donate button. We need a PayPal account in order to have this added to our website. I started to set it up but it asked for my SSN, I stopped there.
- R. I was contacted by a person from northcountrynow.com who would like to add us to her story about library's with passes to museums, etc
- S. I subscribed to Lego Magazine again.
- T. I tried to edit the logo but didn't get as far as I'd like.
- U. Dylan from NCLS will be changing around the delivery schedule, starting the first full week of June. Our days will now be Tuesday and Friday, instead of Tuesday and Thursday.
- V. I text Dave Putney about switching over the hot water heater and turning off the boiler.
- W. The website and FB are continually being updated
- X. Apr Use
 - a. 770 people used the library
 - b. 176 people used computers
 - c. 43 people copied/faxed/lift
 - d. 549 adult reference
 - e. 221 child reference
 - f. 14/69 Programs Offered / Attended
 - g. 16 Community Room Uses
 - h. 3 new adult cards
 - i. 1 new juvenile cards
 - j. Circulation
 - i. 208 Adult Transactions
 - ii. 121 Juvenile Transactions
 - iii. 21 Other Item Type Transactions
 - iv. 182 ILL/ICICILL Transactions
 - v. 532 Total Transactions