

**WADDINGTON HEPBURN LIBRARY
MINUTES OF June 2, 2020**

The meeting was called to order at 6:04 pm by President Heather Jock.

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

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 Heather and seconded by Evelyn.

Town Board Report:

A. Sales tax income probably down by 20%

B. State of Emergency was declared mid-April and renewed once, and was not renewed and expired on May 16th - so we do have the option to start moving things forward

C. Town board meeting next week

Library Manager's Report: Edith Ashley. See attached library report.

A. No revenue.

B. We won't have an in person summer reading program - we'd like to have a story walk each week instead

C. Employees are okay with library re-opening

D. Curbside set to start with Phase III on June 15th

Financial Report: No report.

Friends Report: No report.

Building Report: No report.

Old Business:

A. Vicky started

B. Arconic will happen, just don't know when yet

New Business:

A. Amendment to Emergency and Disaster Policy - Duffy sent amendment. Tom made a motion to adopt, Margie seconded.

B. Temporary Safety Practices Policy - Margie made a motion to adopt and add to our emergency policy, Heather seconded.

C. Resolution that allows us to open library for staff - change date to today, June 2, 2020. Don made a motion to adopt, Sarah seconded.

D. On our June 8th meeting to reconvene about the resolution at C. and curbside service - also think about / brainstorm ways to increase the library footprint and make our presence more known in the community (overdrive promotions, how to help people for curbside, how to do more online maybe)

E. NY Form - Duffy and Heather filled in

F. Suggestion on changing the library's facebook picture away from Hepburn - bestsellers, newest books, etc.

G. Sarah's going to check on using Clarkson zoom account

H. Will post color coded chart on facebook so people know what we're allowed to do

I. We need to decide what our hours will be when we open - Duffy would like to have an hour before things open to get things ready. Everyone is on board with that.

The meeting was ended at 7:14 pm.

Next meeting = July 8, 2020 at 6 pm.

Attachments

Agenda

Library Report

Respectfully Submitted by,
Sarah Treptow

WADDINGTON HEPBURN LIBRARY

Agenda June 2, 2020

6:00pm - Open Meeting

Adopt the Agenda

Adopt the Minutes from the May 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 - Vicki update
Arconic date?

New Business - Policies, policies, policies
Summer reading alternatives
Day & Time to vote for reopening?
Service level system on door and facebook
Discussion of hours

NEXT MEETING - Tuesday July 7, 2020

Library Manager's Report for May Board meeting – 06/02/2020

I. Financial

A. Revenue

1) Fines, copies, and faxes	000.00
Total -----	000.00

B. Expenditures

1) Edith Ashley (460)	58.17
2) NCLS (1680-1,819.71/430-534.96/460-44.38)	2,399.05
3) Baker & Taylor	598.03
4) Liberty Utilities	235.23
5) National Grid	0.00
6) Verizon	69.09
Total -----	3,359.57

II. Library

- A. I have been in a plethora of meetings; Directors, SRP, census, Marketing, budgets, reopening and curbside service.
- B. Directors Meetings
 - a. Joe would like to do Microsoft updates on the pcs
 - b. Working policies/Safety procedures
 - c. Time line of Phases
- C. SRP
 - a. Created sub-committees to collaborate (marketing, virtual, teen)
 - b. Talk of using discord & twitch (streaming for gamers), craft packets, story walks, 6-week on-line program
 - c. Yard signs delivered by NCLS
 - d. Decorate houses last week in June-July 6
 - e. I emailed Brooke and Russ to see where they were at
 - f. Her response: May 29th

No news. Russ called me last week. At that point Cuomo hadn't shared out his plan for summer school. I posed about 20 questions to Russ. A lot of things he hadn't considered or thought about:

If at pavilion on Main Street, how and who cleans bathrooms?

Bussing?

Additional costs for snacks?

Playgrounds are closed. When open...

Who and what cleans playground?

How to keep kids apart?

If virtual what is the point. Kids are already burnt out. Admin at MW agreed.

Will share the info when we have our next discussion.

UPDATE: Russ and I spoke today. Please share out that the summer reading program will be cancelled. He has yet to decide about the summer Rec program and will give that more time/thought. We will continue our summer reading program, Vanessa and I, in 2021!

D. Census

- a. Field operation still on hold
- b. Extended to Oct 31st

E. Re-opening

- a. What phase are we able to be in the library (Phase 2)
 - i. Had a quick meeting with staff and Heather
 - ii. Start Monday June 1st – limited hours, inventory, catch up and cleaning
 - iii. Curbside discussion
- b. What we need for supplies, paperwork, etc
- c. Will Libraries open together
- d. Changing holds/checkout numbers
- e. No computers or bathrooms

F. Dawn called on the 15th regarding the Annual Report – note on steps

G. I emailed Empire State Development to let them know work on the building would be starting soon. Vicki started on the 26th. She is starting in the back first so the a/c's can be put in as soon as possible.

H. I texted Dave Putney to let him know what Vicki was doing and that she was taking out the windows.

I. The website and FB are continually being updated

~~J. May 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~~