

**WADDINGTON HEPBURN LIBRARY
MINUTES OF July 7, 2020**

The meeting was called to order at 6:15 pm by President Heather Jock.

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

Missing:

Agenda: The agenda was adopted on a motion by Tom and seconded by Don.

Minutes: Delete word "walk" that was in there twice - should be "there is a story walk each week". The minutes were approved on a motion by Heather and seconded by Tom.

Town Board Report:

- A. Met June 8
- B. Radio tower project in full swing
- C. Other solar projects being reviewed with planning board
- D. Meeting next week with a cursory budget review, will start budget meetings earlier than usual this year

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

- A. With Bob Miller's passing the library has received \$2,000 in donations already
- B. The summer reading program has been great (teamed up with Lisbon library - she does the crafts, we do the story walk)
- C. Library will have to start paying for mailbox because they drive by library now - will pay for now
- D. Duffy will talk to Dave Putney before planting the tree in memory of Bob
- E. Dave M. will talk to Dave P. about gutters

Financial Report:

- A. Margie emailed the taxes to Caroline.
- B. Will start working on the budget soon.

Friends Report:

- A. Someone is producing documentation about what life was like before the Seaway was there and many of the Friends have seen it.
- B. Have cancelled their book sale.

Building Report:

- A. Some brickwork is deteriorating and should be looked at fairly soon. Duffy will get a quote.

Old Business:

New Business:

- A. Updating policies - Duffy will send out.
- B. Budgets soon - Duffy will let everyone know when they'll do it so we can go if we'd like.
- C. With Bob's passing we will need another Trustee and a VP.
- D. Meetings moving forward - August will be a Zoom meeting.
- E. To mention to people - Vietnam Memorial Moving Wall is coming to Massena mall August 13th to 17th

Next meeting = August 4, 2020 at 6 pm.

The meeting was adjourned by Heather at 7:14 pm.

Respectfully Submitted By,

SarahTreptow

Library Manager's Report for Jun Board meeting – 07/07/2020

I. Financial

A. Revenue

1) Adopt-A-Book	130.00
2) Donation (In memory of Bob Miller)	2,000.00
3) Stewarts Grant	621.00

Total ----- **2,751.00**

B. Expenditures

1) Edith Ashley (7270-55.94/205-32.92/460-222.26)	311.12
2) Baker & Taylor	224.20
3) NCLS (Fiber)	133.74
4) Liberty Utilities	386.62
5) National Grid	00.00
6) Verizon	68.97

Total ----- **1,124.65**

II. Library

- A. We received \$8.13 from AmazonSmile.
- B. We teamed up with Lisbon Library for SRP. We took care of the story walks (6) and Lisbon did the corresponding crafts. I applied for a grant with Stewarts for \$621, we received it on 6/22. This will pay for all the books, laminating, and prizes. Elaine at Massena Library has been laminating the books for us.
- C. We created flyers for curbside and posted at our usual areas. It's been going very well; patrons are getting books every day we are open.
- D. We received a notice in the mail, we will now need to pay for our mailbox, around \$76.
- E. I ordered thank you cards, after the many donations in memory Bob. Robin called on July 6th, she was donated a tree and wondered if we would like it.
- F. The a/c's were put in on July 1st, I'm not sure if the bathrooms were looked at.
- G. We received a call for information on Irish Settlements. I scanned a few maps and sent them to her.
- H. The website and FB are continually being updated
- I. Jun Use
 - 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. 67 Adult Transactions
 - ii. 3 Juvenile Transactions
 - iii. 3 Other Item Type Transactions
 - iv. 64 ILL/ICICILL Transactions
 - v. 137Total Transactions