

# Waddington Hepburn Library

## Minutes of August 7, 2018

In attendance: Lloyd, Margie, Scott, Kevin, Heather, Duffy

Lloyd called the meeting to order at 6:07pm

Motion to adopt the agenda made by Lloyd. Seconded by Kevin.

Motion to adopt the minutes from June made by Kevin. Seconded by Lloyd.

No citizens.

Town Board has nothing for us.

Library manager:

Summer reading – K-3 no days had under 20 kids. Everything went phenomenal.

Coast to coast order has been resolved

Michelle in Lisbon will be splitting bookpage with us. Next year we will ask Madrid to do a 3 way split.

Angela from NCLS came to do the weeding for the grant. We got rid of many books that no one borrowed and were just taking space. Some books were borrowed frequently but were out of date. All of those have been updated. Duffy spent \$27.45 over the grant monies to replace those books.

Ella and Olivia sorted books for the book sale. Tanor and Landon helped set up tables and carried boxes of books. The friends made approximately \$863.00. Duffy allowed the guy from Birchbark in Parishville to go through the books before the sale and he purchased \$128. Some of the books he took were some we couldn't sell.

Book sale collection policy will change. Nothing dusty, moldy. They need to be in good condition and something that you would buy, bring home and read. Newer than 10 years old. Has to have an ISBN number. No textbooks, reader's digest books, or magazines.

Lindsay Baker is working with youth services she has been in the library doing inventory, fixing call numbers, and possibly scanning the left over book sale books to see if better world books will buy them. Duffy would like to get rid of the books that we have and start fresh with next years sales, instead of collecting books that continuously won't sell.

NCLS is providing blue totes to recycle books. We can fit approximately 30 books per tote and they will take 2 totes per week.

The "incident": Ryan was swearing and a man named Roger asked him to stop. The kids were there for summer reading (Utica Zoo day). He stopped and all was fine. Next day Ryan was in library on phone confessing to his part in the beach altercation. Roger was also there and overheard. When Ryan left Roger called it in. Turns out Roger is a judge in another county. State Police later arrested Ryan.

We can't pay for babysitting with the grant.

Mark Scott has a key. We should get it back. Alex wants a key. It is agreed he should get the key from the library when he wants to use the building.

Kevin asks if we have the books we need as the shelves look bare. Duffy says we are all set. The replacement books have been ordered.

Kevin – Taxes- The accounting firm didn't finish the taxes on time so they were extended to November. He would like to find a replacement. Lloyd suggested Angela Gray in Canton. We may switch after this time (November). Lloyd will supply her info

\$3000 from Arconic for Landscaping was put in the Haggett acct. this money is ours not the towns. Kevin will keep track of this. Maybe start a new checking acct for this money?

Alcoa grant may still be on Melissa's desk. If we get it maybe paint the stairs? Clean the carpets and furniture? Vicki is unable to work at this time due to injury.

Grant Hayes was our first injury on the new stairs during summer reading.

New business:

Budget

Cultural arts budget is summer reading, programs, for library \$1100. \$225 left for anything needed for the remainder of year

Raises: from \$10.40 to \$11.10 for everyone (except Janet who is .10 higher

Janet -13 hours winter/ 12 summer

Renee- 10 hours winter/11 summer

Bob arrived at 6:54

Library asks for 3% same as before for things the community needs and deserves. Books, programs, etc.

Duffy will have the budget for the next meeting if not before. It is due Sept. 19<sup>th</sup>

Scott and Duffy left at 7:01 pm and we went into executive mode

Meeting reconvened at 7:14 pm Kevin motioned to close the meeting. Lloyd seconded

Respectfully submitted by;

Cheryl Carr-Dominy 8/26/2018

Attachments:

Agenda

Manager's Report

## Library Manager's Report for Jul Board meeting – 08/07/18

### I. Financial

#### A. Revenue

1) Fines, copies, and faxes		188.00
2) Adopt-A-Book		25.00
3) Community Room (Talarico)	<input checked="" type="checkbox"/>	14.95
4) Lisbon Share of Book Page	<input checked="" type="checkbox"/>	148.00
Total -----		<b>375.95</b>

#### B. Expenditures

1) Edith Ashley (7270-60, 205-67.84, 460-122.59)		250.43
2) Amazon		61.25
3) Baker & Taylor		372.82
4) Johnston's H2O		15.95
5) National Grid		0.00
6) NCLS – Fiber		133.74
7) St. Lawrence Gas	<input checked="" type="checkbox"/>	25.25
8) Verizon	<input checked="" type="checkbox"/>	70.65
9) W.B. Mason		184.84
Total -----		<b>1,114.93</b>

### II. Library

- A. SRP started the 2<sup>nd</sup>, they had record breaking numbers for the younger group. The teachers are always so fun to work with and the kids absolutely adore them. We had 18 programs during the month with 522 attendees.
- B. Coast to Coast duplicate order resolved on the 2<sup>nd</sup> and confirmed on the 30<sup>th</sup>.
- C. I asked Michelle from Lisbon library if she wanted to split the BookPage and she said yes.
- D. Angela from NCLS came to the library on the 10<sup>th</sup> to help weed our A-NF section. We got rid quite a few of the antiquated books. Since this is part of an NCLS mini-grant, we will be getting \$500 to replace what we discarded. I had to send a copy of our collection development policy as well as the receipt for the books we replaced. I went over \$27.45.
- E. A few honor students came in to help the friends set up for the book sale.
- F. Lindsey Baker started inventorying for us on the 16<sup>th</sup>, until the 17<sup>th</sup> of August. She is working here through youth services. Usually around 4-4.5 hours a day.
- G. We had a slight incident in front of the library on the 18<sup>th</sup>. It was handled.
- H. I talked with a couple people from NCLS about the blue recycling totes. We had a couple dropped off and picked up on August 2<sup>nd</sup>.

- I. I finished signing the paperwork for the Youth Bureau grant on the 26<sup>th</sup>, they also needed a liability of insurance certificate. I asked Lisa Bartalo if the Red Cross babysitting course would be an acceptable reimbursement but it's not.
- J. I talked with Tim Strong from Birchbark bookstore in Parishville regarding the NF books we discarded. He came to look at them on the 1<sup>st</sup>.
- K. I signed the 479 CIPA compliance for fiber optic project on the 31<sup>st</sup> and sent it to NCLS.
- L. The website and FB are continually being updated
- M. JUL Use
  - a. 1,824 people used the library
  - b. 223 people used computers
  - c. 57 people copied/faxed/lift
  - d. 514 adult reference
  - e. 216 child reference
  - f. 2 new adult cards
  - g. 12 new juvenile cards
  - h. 23/527 Programs Offered / Attended
  - i. 14 Community Room Uses
  - j. Circulation
    - i. 305 Adult Transactions
    - ii. 584 Juvenile Transactions
    - iii. 16 Other Item Type Transactions
    - iv. 229 ILL/ICICILL Transactions
    - v. 1,134 Total Transactions