

**WADDINGTON HEPBURN LIBRARY
MINUTES OF August 4, 2020**

The meeting was called to order at 6:03 pm by President Heather Jock.

Present: Margie Todd, Heather Jock, Edith Ashley, Tom Tomlins, Sarah Treptow, Dave McBath, Don Finen, Colin Grant, & Darcy Backus

Missing: None

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

Minutes: Margie made a motion to adopt July minutes, Tom seconded.

Citizen's Report: None

Town Board Report:

A. Gutters - normally clean Spring & Fall, they thought they had.

B. Looking at stone work, maybe write a grant. Dave will send over possible old grants from Carol. It might be better to have a limit for it & have a bid package ready rather than have people try to figure it out.

C. Budget - look at revenue numbers. Numbers will probably be down because of COVID.

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

A. Summer reading has been very successful.

B. Duffy has director meeting, she's still on side of not opening yet

C. Duffy is asking for letters of support for a grant (Northern New York Community Foundation)

D. Will use shelf in attic.

E. How do we feel about having a census person set up somewhere? Good to set up somewhere outside.

F. Also thinking about central air

G. May be able to go through FEMA to be reimbursed for any COVID supplies

Financial Report:

A. Emailed Caroline, our CPA, said she should have taxes filed by August (though not due until November)

B. Had first budget meeting

Friends Report:

A. None.

Building Report:

A. None.

Old Business:

A. Taken care of above

New Business:

A. Budget is being worked out

B. Policy review: change from 7 members to a range of 5-15, change xxiii of Duffy's duties from local school district to town's recreational committee, v. in Duffy's duties she doesn't actually upload acquisitions, adjust xxiv, cut down quarterly evaluations to annual, section E on page 8 isn't accurate, sign conflict of interest statement, in code of behavior would like to add no smoking of any kind of vaping within 100 feet of library (or end of property), define asterisk on page 12 - Heather made motion to adopt these changes and Margie seconded

C. Change locks to library - Tom made motion and Don seconded

D. Heather made motion we elect Darcy as Vice President, Margie seconded

Next meeting = September 1, 2020 at 6 pm.

The meeting was adjourned by Heather at 7:59 pm.

Executive Session minutes separate.

Attachments:

Agenda

Library Report

Respectfully Submitted by,
Sarah Treptow

WADDINGTON HEPBURN LIBRARY

Agenda August 4, 2020

6:00pm - Open Meeting

Introduce our 2 new trustees

Adopt the Agenda

Adopt the Minutes from the July 7, 2020 meeting

Citizens' Comments

Town Board Report - Dave McBath

Gutters

Library Manager's Report - Edith Ashley

Financial Report - Margie Todd

Friends Report-

Building Report- Tom Tomlins, Edith Ashley

Repointing update

Old Business - Robert Miller Donations and Tree

Plumbing

New Business - Budget

Policy (pages 1-13)

New Handbook

Village Trees

Grant (Rock Charitable Fund)

NEXT MEETING - Tuesday September 1, 2020

Library Manager's Report for Jul Board meeting – 08/04/2020

I. Financial

A. Revenue

1) In memory of donations (Miller-150/Martin-100)	250.00
Total -----	250.00

B. Expenditures

1) Edith Ashley (L7272-400-\$119.89/205-44.92/420-50/460-68.75)	283.56 ✓
2) NCLS (L1680-4-\$63.75/430-133.74)	197.49 ✓
3) Amazon	179.86 ✓
4) Woman's Day	15.00 ✓
5) USPS (PO BOX)	76.00 ✓
6) Waddington True Value	39.48 ✓
7) Liberty Utilities	25.25 ✓
8) National Grid	00.00
9) Verizon	70.53 ✓
Total -----	871.17

II. Library

- A. The a/c's were put in on the 1st.
- B. Summer Reading started on the 6th, I saw 33 people stop by and 20 SRP bags were taken on the first day. A total of 44 bags were given out to children, so far. We have 2 weeks left of the story walks and crafts. On average there has been around 15 crafts per group (younger and older) picked up each week. I'm hearing from the community that there have been lots of people reading the stories!! I wrote a donation request letter to Walmart for gift cards.
- C. We are still having Director's meeting but they have now gone to bi-weekly. We are all working together to make sure policies/procedures are being kept up with and followed.
- D. I contacted the Northern New York Community Foundation to see if the grant guidelines were ready, they are. I handed this over to Heather.
- E. I started working on a grant through community connection for 5 free hot spots with a \$2,000 startup budget.
- F. We filled out a form for Carol for the USDA grant they applied for.
- G. I had to call Baker & Taylor a couple times to get the last story we needed for the walks.
- H. I contacted Toby Bogart and Mark Mertz about building shelves, their earliest is October. I happened to talk with Vicki and she also suggested Dick Hebert.
- I. Frank Davey from Twin Cedar Construction and Shawn Warner were contacted about looking at our plumbing issues on the 24th. Shawn called back that day and fixed them on that following Monday. He suggested we changed the sink downstairs because there it's lacking an overflow.
- J. Robin Miller contacted me the 24th to let us know the tree would be here on the 28th. I contacted Dave right away about preparing a hole for it.

- K. Heather, Margie and I worked on the budget on the 27th. Draft attached
- L. Our curbside service has been steady and we've started to do copies and faxing for people.
- M. We received a call from Jane Quimet, Jurisdictional Insurance, about a boiler inspection. We have scheduled for Thursday August 6.
- N. The website and FB are continually being updated
- O. Jul 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. 129 Adult Transactions
 - ii. 22 Juvenile Transactions
 - iii. 14 Other Item Type Transactions
 - iv. 123 ILL/ICICILL Transactions
 - v. 288 Total Transactions