

# WADDINGTON HEPBURN LIBRARY

## MINUTES OF SEPTEMBER 3, 2019

The meeting was called to order at 6:00pm by President Cheryl Carr-Dominy.

**Present:** Cheryl Carr-Dominy, Evelyn Fiske, Margie Todd, Scott Loomis, Don Finen, Edith Ashley and Heather Jock.

**Missing:** Bob Miller

**Citizens:** None

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

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

**Town:** Scott Loomis Nothing

Scott will talk to the town about the lift charges. May bring up A/C.

**Manager's Report:** Edith Ashley, See Attachment.

- A. Joe is volunteering. He is doing a great job.
- B. The books that are remaining from the book sale need to be scanned.
- C. Tax exempt forms needed to be sent to 4imprint. We have sold a few t-shirts.
- D. Ray Hazel had an author visit on August 5th.
- E. No more has been sent back about the grant since reprinted/resigned copies were resent.
- F. Anna from the Alzheimer's association will be using the community room for classes in October and would like the community involved.
- G. Museum/park passes won't have a renewal option. Fines are decided by the library.
- H. This positive teen outlook would be a health initiative for anyone. 15 weeks of classes.
- I. Laurel from Madrid will talk to the planetarium guy.
- J. An upgrade was done on the computers and the product key wasn't added on Edith's.
- K. Edith started the budget.
- L. \$8.53 was earned from Amazon Smile.
- M. SRP survey was completed. FYI: the kids read 7,709 minutes during SRP!!
- N. Haggett Excavating- budget money was used for the lift rental.

**Financial Report:** Nothing

**Friends Report:** 100 year celebration, September 28th, 1-3pm  
Punch, coffee, cupcakes and fruit will be served  
T-shirts and bags will be for sale. Pens handed out.

**Building Report:** Nothing

### Old Business

1. We should show up with our smiles for the celebration on the 28th.
2. Strategic plan is done and just needs to be typed.

### New Business

1. New board member - we need 1 to 2 more board members
2. Marjorie Todd has accepted the position of Treasurer. She will bring the minutes down to Community Bank to have Kevin Kitzman's name taken off and hers put on our accounts. Yay, you won!!! Cheryl Carr-Dominy's name will remain on the account as well.
3. Construction grant could pay for part of central A/C. \$5-\$10k for our part?!

Motion to approve budget as is, with \$0.10 pay increase, by Cheryl, seconded by Margie.

Meeting adjourned at 6:42pm.

Respectfully submitted by Heather Jock

Attachments:

Agenda

Library Report

## **WADDINGTON HEPBURN LIBRARY**

Agenda October 1, 2019

6:00 pm – Open meeting

Adopt the Agenda

Adopt the Minutes from September meeting

**Citizens' Comments**

**Town Board Report –**

**Library Manager's Report -Edith**

**Financial Report – Margie**

**Friends Report –**

**Building Report –**

**Old Business**

1. Strategic Plan
2. Board members
- 3.

**New Business**

**NEXT MEETING – Tuesday November 5 , 2019**

## Library Manager's Report for Sep Board meeting – 09/01/19

### I. Financial

#### A. Revenue

1) Fines, copies, and faxes	52.00
2) Donation (Verville)	50.00
3) Adopt A Book (Babcock)	25.00
4) Friends (Refund of Bags)	519.31
5) Adopt A Book (book replacement)	3.99
6) Donation	100.00
Total -----	<b>750.30</b>

#### B. Expenditures

1) Edith Ashley	161.85
2) Baker & Taylor	79.62
3) Michael Frederick	24.00
4) Johnston's H2O	10.95
5) NCLS – Fiber	401.22
6) National Grid	0.00
7) St. Lawrence Gas	0.00
8) Verizon	70.34
Total -----	<b>747.98</b>

### II. Library

- A. Peter Rider from Structural Wood called to see if we could proctor tests again. We had one on the 27<sup>th</sup> and another one scheduled for a week later.
- B. I received an email from DASNY with corrections to the grant. I made the corrections and got all the signatures, again. Vicki will be starting her part this month and finishing up in the Spring. DASNY said that would be okay. I emailed Vicki with a notice to proceed on the 18<sup>th</sup>.
- C. Jason Curran called to say he won't be doing commercial snow removal any longer.
- D. Phillip Paige called to see if we would be a ticket purchase location for the Church tour happening October 5<sup>th</sup>. I said yes since we will be starting winter hours again that weekend. The tickets are \$25 for members & \$35 for nonmembers (this gets you a full year membership and subscription to the Quarterly).
- E. I created a flyer for the 100-year celebration and emailed an invitation to all our local politicians. Tammy did a fabulous job getting ready for it. I sent pictures to Britany for the cake, gathered some historical documents, etc. Michael Zembricki, from Assemblyman Walczyk's office, presented a certificate to the library. We also received a letter from Representative Stefanik congratulating everyone.

F. Heather and I attended the annual meeting in Watertown on the 24<sup>th</sup>.

G. I renewed our SAMs membership.

H. I did some research for a patron.

I. The website and FB are continually being updated

J. Sep Use

a. 859 people used the library

b. 168 people used computers

c. 859 people copied/faxed/lift

d. 456 adult reference

e. 121 child reference

f. 12/142 Programs Offered / Attended

g. 6 Community Room Uses

h. 0 new adult cards

i. 1 new juvenile cards

j. Circulation

i. 253 Adult Transactions

ii. 136 Juvenile Transactions

iii. 17 Other Item Type Transactions

iv. 191 ILL/ICICILL Transactions

v. 597 Total Transactions