

**WADDINGTON HEPBURN LIBRARY
MINUTES OF September 1, 2020**

The meeting was called to order at 6:01 pm by President Heather Jock.

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

Missing: Don Finen

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

Minutes: Heather made a motion to adopt August minutes, Tom seconded.

Citizen's Report: None

Town Board Report:

A. Tuesdays will be hard for Dave moving forward

B. Met with Vicky and he has a bunch of literature & RFP for working on the building and figure out costs - Dave will work on putting together an RFP

C. Town board doing first budget workshop next Monday (Dave recommending the town and library come together to create a Memorandum of Understanding as far as who is responsible for what)

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

A. How open local libraries are varies - some fully open, some open by appointment, some (Waddington) are still just curbside

B. Curbside is working well

C. We have Barkley's estimate - keeping locks, changing keys, 2 master keys (Town will have 1, Duffy will have 1), copies to employees, Vicky, and 3 for community room (which will only unlock the 2 community room doors). Cost of \$656.70

D. We offered a table for tutoring space

E. We put in for a construction grant that would cover 75% of requested - will hear next May or June if we get it

F. Story walk went well

G. Janet and Rene started this week their full hours and days if they can

Financial Report:

A. Working with Duffy on new passwords

Friends Report:

A. None.

Building Report:

A. None.

B. Did not submit other grant for historical buildings because Heather didn't have estimate

Old Business:

A. Tom makes a motion we accept the bid for the locks, Margie seconded.

New Business:

A. None.

Next meeting = October 6, 2020 at 6 pm.

The meeting was adjourned by Heather at 7:46 pm, seconded by Margie.

Attachments:

Agenda

Library Reports

Respectfully Submitted by,
Sarah Treptow

WADDINGTON HEPBURN LIBRARY

Agenda September 1, 2020

6:00pm - Open Meeting

Adopt the Agenda

Adopt the Minutes from the August 4, 2020

Citizens' Comments

Town Board Report - Dave McBath

Library Manager's Report - Edith Ashley

Financial Report - Margie Todd

Friends Report -

Building Report - Tom Tomlins

Old Business - budget
- locks

New Business - policies
1. Discuss pages 6-24
2. Next pages 25-36

Executive Session - Lawsuit

NEXT MEETING - Tuesday October 6, 2020

Library Manager's Report for Aug Board meeting – 09/01/2020

I. Financial

A. Revenue

1) Fines, copies, and faxes 000.00

Total ----- **000.00**

B. Expenditures

1) Edith Ashley (400-\$46.84/450-60.10/460-12.08) 119.02

2) Amazon 426.78

3) Baker & Taylor 227.84

4) NCLS (430-\$133.74/460-60.83) 194.57

5) W.B. Mason 289.60

6) Liberty Utilities ✓ 103.30

7) National Grid 0.00

8) Verizon ✓ 70.91

Total ----- **1,432.02**

II. Library

- A. We had a directors meeting on the 4th and the 19th. NCLS is moving to Word Press from Drupal. I've put a call into them to see about switching over.
- B. I called Barkley's on the 7th, they came and did a site survey on the 10th. Received the estimate on the 28th.
- C. I attended a zoom meeting on the 10th, information on aiding school libraries. I sent an email to Cathy Shoen, letting her know what we could offer.
- D. I contacted Aoen Heating for the estimate on HVAC. I received it on the 10th.
- E. I got a figure from Potsdam for the BookPage for 15 copies at .49 per month, invoice to follow.
- F. Dawn Vincent called on the 13th to let us know she's moving one line to another line. I asked her about doing a construction grant, she said if we could get it done by the 17th.
- G. We were contacted from Verizon to extend our deal. Bill being \$52 plus fees and surcharge (with the addition of caller id at no charge).
- H. Lori had to adjust the PO bill for and additional \$16. Pete called the town saying the box for the library was only \$38 for 6 months and the check was for \$60. Another check was cut to pay for the whole year. The bill we received from them was \$60/semiannual and \$120/annual.
- I. We had a SRP meeting to tell how things went this year. We discussed what worked, didn't work, and what might need to be revisited again next year.
 - a. Our top 3 readers for Summer Reading
 - i. Older age group Younger age group
 - ii. 1 - Liam T. (3,590 min) 1 - Jasim C. (1,575 min)

Kindle

- iii. 2 - Brynne S. (1,010 min)
\$40 gift card
- iv. 3 - Maiya A. (840 min)
\$20 gift card

2 - Oliver T. (1,475 min)

3 - William O. (515 min)

- b. All kids received books and a certificate.
- c. This year's program was very well received, I was stopped multiple times about how much they were enjoying the storywalks.
- J. We had some local boys stop by and volunteer to weed and clean up the front of the Library. They agreed to come back and finish the other side at a later date.
- K. I submitted the grant to Community Conne4ction on the 25th. This is for 5 hot spots, Verizon contract, and \$2,000.
- L. The painting is coming along beautifully!!!!
- M. The website and FB are continually being updated
- N. Aug 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. 1 new adult cards
 - i. 0 new juvenile cards
 - j. Circulation
 - i. 102 Adult Transactions
 - ii. 20 Juvenile Transactions
 - iii. 6 Other Item Type Transactions
 - iv. 139 ILL/DUE NORTH Transactions
 - v. 267 Total Transactions