

# Waddington Hepburn Library

## Minutes of October 2, 2018

The meeting was called to order at 6:02 pm by President Cheryl Carr-Dominy.

**Present:** Cheryl Carr-Dominy, Scott Loomis, Edith Ashley, Marige Todd, Heather Jock, Lloyd Grandy, Kevin Kitzman, and Melissa Smith

**Absent:** Bob Miller

**Citizens:** none

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

**Minutes:** The minutes of September were approved as read: moved by Lloyd, seconded by Kevin.

**Town:** Scott Loomis

Nothing to report.

**Manager's Report:** Edith Ashley, See attachment

1. Two gentlemen came from NYPA to look at the lights to see about switching them to LED, which will be more efficient.
2. Tom Tomlins contacted Duffy to see if there was anything the American Legion could donate money towards. The Legion donated \$200 last year which was used for one of the SRPs. Duffy is thinking of something different for next year.
3. There has been a discussion regarding whether or not the North Country Children's Museum will offer reasonably priced passes like the Wild Center.
4. Duffy met with Josh Young about making a printer shelf.
5. The library received a huge donation of NCIS DVDs, so Duffy weeded out the DVDs that have not been checked out in 3 years.
6. Duffy emailed author Gail Huntley to inquire about buying her books, which are based on this area.
7. It has been noted that more people are using our computers, such as children playing Roblox. While people are coming in to use the computers, they are checking out books as well.

**Financial Report:** Kevin will be calling our financial consultant.

**Friends Report:** Nothing to report.

**Building Report:**

- It is getting late in the year for Vicki.
- The sidewalk was redone.
- The library windows need a clear sealant or caulking to keep the cold air out and the warm air in.
- Arconic asked for ideas for grants.

**Old Business:**

**New Business:**

- PULISDO survey on the State of New York is coming up with more laws
- The library's 100th year anniversary is coming up next year. We discussed ideas of what we can do at Homecoming (ie: pens, a banner).

The meeting was adjourned at 6:41.

Next meeting: November 6th

Respectfully submitted,  
Melissa Smith, 11/5/2018

Attachments:

Agenda

Manager's Report

# Library Manager's Report for Sep Board meeting – 10/02/18

## I. Financial

### A. Revenue

|  |               |
|--|---------------|
| 1) Fines, copies, and faxes                | 91.00         |
| 2) Donation                                | 250.00        |
| 3) Adopt-A-Book (Babcock & Orwell Library) | 40.00         |
| Total -----                                | <b>381.00</b> |

### B. Expenditures

|  |                  |
|--|------------------|
| 1) NCLS (1680-171.00/430-133.74)       | 304.74           |
| 2) The Wild Center                     | 90.00            |
| 3) Amazon (400-16.92/460-32.99)        | 49.91            |
| 4) Audio Editions                      | 397.78           |
| 5) Baker & Taylor                      | 158.75           |
| 6) Johnston's H2O                      | 15.95            |
| 7) National Grid                       | 00.00            |
| 8) St. Lawrence Gas                    | 25.25            |
| 9) Verizon                             | 70.63            |
| 10) The Library Store                  | 53.27            |
| <del>11) W.B. Mason</del>              | <del>65.99</del> |
| 12) Edith Ashley (205-33.92/400-17.60) | 51.52            |
| Total -----                            | <b>1,218.78</b>  |

## II. Library

- A. The free book week went very well. I got a text from Chris Baldwin asking if we had any extra kid's books for the book drive Brody does. I let her know we have adult fiction as well.
- B. I emailed the budget proposal to Carol on the 5<sup>th</sup>. UPS picked up 10 boxes for BWB on the 12<sup>th</sup>.
- C. Two men from NYPA came and looked at the lights to see what they can do to make them more energy efficient.
- D. There was a discussion between libraries regarding the Wild Center Pass. The cards are shadowed on the SIRSI system, which means patrons can't see that we have them. The verdict was to unshadow but not have the ability to place a hold on them.
- E. I emailed Russ the videos we had from Rita Haverly. 21 people attended his talk on the 13<sup>th</sup>. He's ready to do a couple more.
- F. Tom Tomlins asked if there was anything the legion could donate money towards at the library. They donated \$200 last year which we used for one of the SRPs this year.
- G. I received an email Grace from Red Cross confirming December 20. I let her know about the mess that was left last time and that we can't find anyone to run it. She was okay with it.
- H. There's been a discussion of seeing if NCCM (North Country Children Museum) will offer passes like the Wild Center.
- I. We received the official Battle of the Books list, we are hosting this year.

- J. We reran inventory reports on the 19<sup>th</sup>.
- K. I called Josh Young to see about a printer shelf. He will meet me at 5:30 on October 2<sup>nd</sup>.
- L. Jerry S. from NCLS replaced out access point on the 25<sup>th</sup>.
- M. I called Dave Putney on the 26<sup>th</sup> asking to be put on his list to remove screens and a/cs, clean gutters and turn the boiler on.
- N. We weeded dvds again because we were running out of room and just received a huge donation.
- O. I received email from Ricardo Hernandez from Poets and Writers asking if we wanted to participate in a grant (\$50-350). I emailed Louise Penny to see if she would like to do an author visit.
- P. I emailed author Gail Huntley to see if we could buy her books. They are books based on this area.
- Q. The website and FB are continually being updated
- R. Sep Use
  - a. 738 people used the library
  - b. 240 people used computers
  - c. 47 people copied/faxed/lift
  - d. 430 adult reference
  - e. 66 child reference
  - f. 9/39 Programs Offered / Attended
  - g. 9 Community Room Uses
  - h. 0 new adult cards
  - i. 0 new juvenile cards
  - j. Circulation
    - i. 200 Adult Transactions
    - ii. 124 Juvenile Transactions
    - iii. 10 Other Item Type Transactions
    - iv. 175 ILL/ICICILL Transactions
    - v. 409 Total Transactions