

Waddington Hepburn Library

Minutes of November 6, 2018

The meeting was called to order at 6:01 pm by President Cheryl Carr-Dominy.

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

Absent: Kevin Kitzman

Citizens: none

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

Minutes: The minutes of October were approved as read: moved by Cheryl, seconded by Heather.

Town: Scott Loomis

Nothing to report.

Manager's Report: Edith Ashley, See attachment

1. Edith called North Country Children's Museum regarding the pass, but still has not received an answer.
2. Josh Young delivered the new book shelf on the 11th. The old book shelf is now used for the mini book sale. .
3. Vicki will be bringing samples and a quote for drapes for the community room.
4. A magician will be at story hour on November 28th.
5. Paul Hetzler from the Potsdam Co-op and the author of Shady Characters, called to let Edith know he will be donating a copy of his book to the library.
6. Helen Condon will be conducting a two-part memoir writing class on November 28th and December 5th. .
7. After attending a strategic planning class, Edith created a library survey for the Recorder.
8. The boiler stopped working on the 19th due to a clogged tube, so Bryan fixed it the next day.
9. Edith is expecting a response by the end of the week regarding the DASNY grant.
10. Forty-six people attended the Halloween party; it was a hit! Addie Jenne came.
11. Dave is renting a lift to clean the gutters and take the ACs out.

Financial Report: Kevin was not here, but sent us an email.

Friends Report: Nothing to report.

Building Report: Kevin was not present.

Old Business: Nothing to report.

New Business: Nothing to report.

The meeting was adjourned at 6:29.

Next meeting: December 4th

Respectfully submitted,
Melissa Smith, 12/3/2018

Attachments:

Agenda

Manager's Report

Library Manager's Report for Oct Board meeting – 11/6/18

I. Financial

A. Revenue

1) Fines, copies, and fines	<input checked="" type="checkbox"/>	81.00
2) Friends of the Library Dona. (audio books & microwave)	<input checked="" type="checkbox"/>	609.00
3) Adopt a book (D.Miller-50/ replacement-11)	<input checked="" type="checkbox"/>	61.00
4) Donation (Verville-25/Anomous-12-Bk replacement)		37.00
Total -----		788.00

B. Expenditures

1) Edith Ashley (450-\$45.32, 460-\$19.40, -\$5.09)		59.63
2) Baker & Taylor		318.09
3) Michael Frederick		25.00
4) Johnston's H2O		10.95
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"/>	71.19
9) J & R Young Custom Woodworking		525.00
10) The library Store		93.56
11) Oriental Trading		52.32
Total -----		1,314.73

II. Library

- A. I called NCCM (North Country Children's Museum) to see if they offered a pass like the Wild Center. No word yet.
- B. Josh Young stopped by on the 2nd to measure for the book shelf. He delivered it the 11th, came back and did an adjustment the 13th. The other shelf now houses a mini book sale.
- C. I talked with Cheryl Dumas regarding drapes in the community room, she suggested buying them instead. I talked with Vicki and she had a different suggestion. She will be bringing us samples and a quote.
- D. I started a history of grants we have received for the past few years.
- E. There will be a magician at November 28th story hour.
- F. I watched a webinar on the 5th for DueNorth, our new ILL (Inter Library Loan) service.
- G. Paul Hetzler called on the 7th to let us know he has written a book, "Shady Characters", and he will be donating a copy to the library when it comes out.
- H. We all attended the mandatory, violence in the workplace, workshop on the 8th. Next is, sexual harassment.
- I. Ricardo, from Poets and Writers, gave me the contact information for Helen Condon. She will be conducting a two-part memoir writing class, which we applied for a grant through Poets and Writers. November 28th and December 5th.
- J. Johnston's H2O and I aren't jiving just yet.

- K. I attended a strategic planning class on the 16th. I created a library survey for the Waddington Recorder to help out with the plan.
- L. I helped Kevin answer a few questions for the accountant.
- M. The boiler stopped working upstairs on the 19th, I called Dave to let him know. Brian showed up on the 20th, clogged tube.
- N. Sara Stein emailed in regards to the DASNY grant. I had to start a project on the CRIS website, submit photos, project details, etc. It looks like one person has completed their task and another one is working on theirs. We should have a response by the end of the week.
- O. We had the Halloween party on the 27th, 46 attended.
- P. I called Dave on the 30th to see when he was coming to clean the gutters and remove the ac's and screens. He needs to rent a lift so possibly the following week
- Q. The website and FB are continually being updated
- R. Oct Use
 - a. 820 people used the library
 - b. 171 people used computers
 - c. 71 people copied/faxed/lift
 - d. 436 adult reference
 - e. 76 child reference
 - f. 11/102 Programs Offered / Attended
 - g. 3 Community Room Uses
 - h. 1 new adult cards
 - i. 0 new juvenile cards
 - j. Circulation
 - i. 262 Adult Transactions
 - ii. 183 Juvenile Transactions
 - iii. 17 Other Item Type Transactions
 - iv. 220 ILL/ICICILL Transactions
 - v. 682 Total Transactions