

**WADDINGTON HEPBURN LIBRARY
NOVEMBER 5, 2019**

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

Present: Cheryl Carr-Dominy, Don Finen, Bob Miller, Edith Ashley, Heather Jock and Margie Todd (6:05pm)

Missing: Evelyn Fiske and Scott Loomis

Citizens: Tom Tomlins

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

Minutes: The minutes were adopted as read by Cheryl and seconded by Don.

Town Board Report: Scott was not in attendance. *The library budget passed.

Manager's Report: Edith Ashley, see attachment.

The lift doorbell isn't working.

A. NCLS has surveyed all libraries concerning OverDrive. An 8% budget increase was voted on.

B. Edith checked the boiler on the October 4th and found the line was full of sediment. She let Dave know by text and on the 31st, she needed to fix it herself. It was mentioned at the town board meeting.

C. A current report and pictures were sent for the next copy of the Recorder.

D. The leftover books from the booksale are being scanned to see which can be sold to Better World Books.

A group that uses the library on Thursdays has taken many of them.

E. The Friends supplied fruit and donuts for the Halloween party on October 26th. We had ingredients to make punch. 42 people attended the party.

F. Vicki did not claim her painting by Roy so it was hung by the clock in the library.

G. Kevin Kitzman emailed us concerning next year's ACTION grant. Some ideas include: carpet cleaning, shelf repair, windows, molding, letter carpet in the kids' section, shelves are coming apart, landscaping, replace carpet by the door.

Financial Report: Margie needs the minutes to say Kevin's name should be removed and which names should be added to the account.

Friends Report: The friends will be holding a Tea on December 7th during the Christmas in Waddington kickoff. 1-3 pm

Building Report: The town is aware of the foundation problems.

Old Business:

1.Board Members - Tom agreed to join us and is taking Kevin's seat. Tom is very fortunate to join us :)

2.Strategic Plan - Done! Great job. Thanks Cheryl!!

New Business:

1. Officers for 2020: Margie has decided continue her seat.

2. Arconic Grant: Ideas

The meeting was adjourned at 6:41pm by Cheryl, seconded by Bob.

Attachments:

Agenda

Library Report

Respectfully Submitted, (Dec 2, 2019)

Heather Jock

WADDINGTON HEPBURN LIBRARY

Agenda November 5, 2019

6:00 pm – Open meeting

Adopt the Agenda

Adopt the Minutes from October meeting

Citizens' Comments

Town Board Report –

Library Manager's Report -Edith

Financial Report – Margie

Friends Report –

Building Report –

Old Business

1. Board members
2. Strategic Plan

New Business

1. Officers for 2020

NEXT MEETING – Tuesday December 3 , 2019

Library Manager's Report for Oct Board meeting – 11/05/19

I. Financial

A. Revenue

1) Fines, copies, and faxes		56.00
2) Donation (Hammond)	✓	100.00
3) Donation (Helenek)	✓	75.00
4) Donation (Miller)	✓	55.00
5) Donation (Dumas)	✓	20.00
6) Donation (Sinkeldam)	✓	10.00
7) T-Shirts	✓	200.00
8) Book Sale	✓	80.00
9) Adopt-A-Book	✓	31.00
Total		627.00

B. Expenditures

1) Edith Ashley (205-20.39/460-7.40)		27.79
2) Baker & Taylor		425.24
3) Johnston's H2O		10.95
4) National Grid		00.00
5) St. Lawrence Gas	✓	25.25
6) Verizon	✓	70.56
7) Oriental Trading		133.93
Total		693.72

II. Library

- A. NCLS sent out a survey for all libraries to vote on OverDrive budget. 47 out of 65 Libraries voted 23.4% to stay the same, 27.7% for a 7% increase and 48.9% voted for a 13%. So they averaged the votes for an 8% increase in the budget, \$50,392.
- B. I checked out the boiler on the 4th and noticed the line is full of sediment. I texted Dave to let him know. I checked on it again on the 31st and it was still full so I worked it through the line.
- C. I sent a report and pictures to Mark for the next recorder.
- D. I started working on the book sale books, scanning to see which ones will go to Better World Books, etc. There is a group that has been coming to the library on Thursdays, we offered the books to the group, they snagged a bunch!!
- E. I asked the friends if they would like to supply refreshments for the Halloween Party. We still had ingredients to make punch, Barbara Evans dropped off clementine's, apples and donuts. We had 3 honor society volunteers and a couple citizens that helped out. Everything went smoothly, 42 people came to the party.
- F. We hung Roy's painting that was raffled off during the book sale.
- G. Kevin Kitzman emailed to give us a heads up for the ACTION grant next year. Renee and I thought carpet cleaning and shelf repair would be a good start.
- H. The website and FB are continually being updated

I. Oct Use

- a. 746 people used the library
- b. 145 people used computers
- c. 106 people copied/faxed/lift
- d. 524 adult reference
- e. 116 child reference
- f. 15/55 Programs Offered / Attended
- g. 9 Community Room Uses
- h. 1 new adult cards
- i. 0 new juvenile cards
- j. Circulation
 - i. 315 Adult Transactions
 - ii. 162 Juvenile Transactions
 - iii. 20 Other Item Type Transactions
 - iv. 199 ILL/ICICILL Transactions
 - v. 696 Total Transactions