

**WADDINGTON HEPBURN LIBRARY
MINUTES OF October 6, 2020**

The meeting was called to order at 6:05 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 September minutes, Margie seconded.

Citizen's Report:

A. Vicky - neighbors Bisby's want to plant trees between the library and their property so would be on town property, they'll contact Town. Vicky contacted Cornell Cooperative Extension to see if there are any restrictions on planting trees near structures. They sent over information about planting trees. The village was good with giving the shade tree but the Town has to approve it.

Town Board Report:

A. Working on MOU between library and town board with town board

B. Working on library budget with town (Dave will go back with library concerns - especially the salaries raised up to minimum wage)

C. Working with Vicky on pictures of building where it needs work to be included in grant application

Library Manager's Report: Edith Ashley.

A. See attached library report.

Financial Report:

A. Margie contacted our accountant asking for more information. Then she will finish our taxes.

Friends Report:

A. None.

Building Report:

A. Outside painting is done.

Old Business:

A. Budget - Duffy will meet with Alex to discuss.

New Business:

A. Will cover policies pages 6-24 at next month's meeting.

Next meeting = November 4, 2020 at 6 pm. (Moved because of election day on the 3rd.)

The meeting was adjourned by Heather at 8:26 pm, seconded by Margie.

Attachments

Agenda

Library Report

Respectfully Submitted by,
Sarah Treptow

Agenda October 6, 2020

6:00pm - Open Meeting

Adopt the Agenda

Adopt the Minutes from the September meeting

Citizens' Comments - Vicki MacDonald

Town Board Report - Dave McBath

Library Manager's Report - Edith Ashley

Financial Report - Margie Todd

Friends Report

Building Report

Old Business - Budget
Painting

New Business - MOU
policies pages 6-24

Executive Session-

NEXT MEETING - Tuesday November 3, 2020

Library Manager's Report for Sep Board meeting – 10/06/2020

I. Financial

A. Revenue

| | | |
|--|---|--------------|
| 1) Donations (In Memory of Bob Miller) | ✓ | 75.00 |
| Total ----- | | 75.00 |

B. Expenditures

| | | |
|--------------------------|---|-----------------|
| 1) Edith Ashley | | 134.11 |
| 2) Baker & Taylor | | 410.28 |
| 3) Barkley's Safe & Lock | | 675.70 |
| 4) Liberty Utilities | ✓ | 25.25 |
| 5) National Grid | | 0.00 |
| 6) Verizon | ✓ | 73.32 |
| 7) Watertown Daily Times | ✓ | 138.32 |
| Total ----- | | 1,456.98 |

II. Library

- A. Anne Johnson is writing a book called "Before the Seaway, Stories From People Who Saw the Water Rise." She is looking to have it printed, I gave her a couple suggestions. We had received a donation in memory of Arlene Martin with a request of certain books to be purchased in her memory. I offered \$80 of it to her for printing, she will look into it and talk it over with the Friends.
- B. I attended the Directors meeting on the 2nd. We are one of four libraries that applied for construction grants this year. NCLS is looking at a huge budget cut which will trickle down to us. They are saying they will have to start charging us for services that have been free in the past. Along with this some online services as well.
- C. Dawn Vincent called with questions regarding the construction grant. I had find the diameter on the holes to be installed in the ceiling and change the narrative wording.
- D. Barkley's changed the locks on the 9th and gave us 10 keys, I thought I had requested 11. I had to order two more, one for Heather and Dave requested additional one. I have created a spreadsheet of key owners. I will create another file for the Community Room Keys.
- E. I filled out NCLS survey or SRP. This information is given to the state which helps us with State aid moving forward.
- F. I had to send a couple DVD's into NLS for resurfacing.
- G. We had an extra copy of a new book, we sold it to Mannsville at our cost.
- H. I attended the JAB/DO meeting on the 14th. They have added spine labels printing to workflows, if anyone is interested in it a printer and paper will have to be purchased. I haven't looked into cost or saving at this time.
- I. I sent in an article to the Recorder on the 21st.
- J. Our liaison Matt was contacted about having a trustee training, one was set up for the 29th.

- K. I received an email from Greg Turner looking for information on a relative. I looked where I could and passed along the information.
- L. I attended the town budget workshop on the 23rd, they hadn't entered our budget information so they will go over it at next meeting on October 1st.
- M. Renée has been working on inventory this month, she finished on the 25th. Janet went in front of her and made sure every book/material was cleaned. They have now started working on weeding.
- N. We lost power on the 20th but not internet so Janet and I were able to continue working on the laptop and my phone.
- O. The announcement for the hotspot grant was the 30th, we did not receive it.
- P. I created a flyer and Facebook post for our opening on October 5th.
- Q. The website and FB are continually being updated
- R. Sep 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. new adult cards
 - i. new juvenile cards
 - j. Circulation
 - i. 117 Adult Transactions
 - ii. 1 Juvenile Transactions
 - iii. 4 Other Item Type Transactions
 - iv. 139 ILL/ICICILL Transactions
 - v. 261 Total Transactions