

# Waddington Hepburn Library

## Minutes of December 4, 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, Bob Miller, 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 November were approved as read: moved by Cheryl, seconded by Lloyd.

**Town:** Scott Loomis

Nothing to report.

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

1. Jason Curran will be able to do the shoveling this winter and has already started.
2. Vicki has ordered the materials for the community room.
3. We won a set of Battle of the Books. We had some duplicates, which were donated to Madrid and Hopkinton Libraries.
4. The magic show on Nov. 28th with Chris Pryce was a hit! The kids really enjoyed it.
5. There has been trouble with the phone lines. Patrons have a hard time hearing over the static, and sometimes calls are even dropped. Verizon told Edith that we needed new equipment, but it has not been installed yet. Verizon sent an email stating the ticket had been closed. Edith is still trying to resolve this issue with them.
6. The town took the ACs out on Nov. 21st. The screens and gutters are supposed to be done next week.
7. Edith went to the JAB/DO meetings on Nov. 28th. They showed a kiosk for the patrons which will cost \$500-\$1050.
8. Edith attended a census workshop on Nov. 29th about how to use census information.
9. Edith sent a request for a donation letter to the American Legion Post 420..
10. We are looking into placing an order for Coast to Coast Pens.
11. Edith requested to buy a new vacuum for the library.
12. Edith and Robin are down to only a \$5 discrepancy on the Johnston's account.

**Financial Report:** Kevin was not here.

**Friends Report:** Barb wants to do a tea on December 12th.

**Building Report:** Kevin was not present.

**Old Business:**

1. Strategic Planning: We will start looking at it in January.
2. We got the Arconic Grant.
3. 100 Year Anniversary To-Do List:
  - Purchase pens (Lloyd made a cash donation towards this purchase.)
  - Contact Roy Lawrence about a banner and flag
  - Check into prices and set a budget in January

**New Business:**

1. We need to recruit 2 new trustees to replace Lloyd and Melissa.
2. Heather will take over the secretary's position.

Lloyd made a motion to adjourn the meeting at 6:44. Melissa seconded it.

Next meeting: Wednesday, January 2nd

Respectfully submitted,

Attachments:

Agenda

Manager's Report

Melissa Smith, 12/6/2018

# Library Manager's Report for Nov

## Board meeting – 12/04/18

### I. Financial

#### A. Revenue

1) Fines, copies, and faxes			52.00
2) Community Room (Patchin)	<input checked="" type="checkbox"/>		25.00
3) Adopt a Book (Babcock)	<input checked="" type="checkbox"/>		25.00
4) Donation (Snider)	<input checked="" type="checkbox"/>		200.00
Total -----			<b>302.00</b>

#### B. Expenditures

1) Edith Ashley (205-36.92/450-38.88)			94.12
2) Amazon (400-5.59/420-59.99)			65.58
3) Audio Editions			104.68
4) Johnston's H2O	??		10.95
5) Waddington True Value-420			33.57
6) National Grid			00.00
7) St. Lawrence Gas	<input checked="" type="checkbox"/>		165.31
8) Verizon			71.40
9) NCLS (fiber)			133.74
Total -----			<b>679.35</b>

### II. Library

- A. I talked with Jason Curran, he will be able to do the shoveling.
- B. I went through all the old annual reports and budget comparison to for the grant and monies report.
- C. Vicky ordered the materials for the community room wall.
- D. I went to the 'a year of literacy' celebrations and the battle of the books classes in Potsdam on the 13<sup>th</sup>. We won a set of Battle of the Books; books. The ones we didn't have we barcoded, made up a sign and put it on Facebook so patrons would know. A couple of the books we did have I ask Madrid if they'd like them, they took all but one. That one we donated to Hopkinton.
- E. Lisa Bartlo from the Youth Bureau called. I worked on the papers due 12/5.
- F. I talked with Chris Pryce, he will be doing a magic show for story hour on the 28<sup>th</sup>. 20 people showed up for it.
- G. I called Verizon about the phone lines on the 20<sup>th</sup>. Patrons have said when they call they can't hear over the static and sometimes the call drops. Verizon showed up on the 26<sup>th</sup>, the guy said it's a Massena equipment issue. They need new equipment on their end but not sure when it will arrive, they will let us know. Another set of guys showed up on the 26<sup>th</sup>. I received an email from Verizon on the 27<sup>th</sup> to say the ticket was closed.
- H. The town guys took the a/c's out on the 21<sup>st</sup>. Screens and gutters may be done next week. I let Steve know our security light needs replacing in the stairwell.
- I. I went to the JAB/DO meetings on the 28<sup>th</sup>. They showed us a kiosk they have created for the patrons. Cost would be from \$500 - \$1050. Voting on Overdrive costs will be sent via email. Upgrades to symphony are coming soon.

- J. I attended a census workshop on the 29<sup>th</sup>. They showed how to use census information. I also inquired about becoming a sub office.
- K. I sent the American Legion a request for donation letter.
- L. Coast to Coast called about a possible order.
- M. The vacuum cleaner is nearing its end.
- N. Still working with Robin on the Johnston's account.
- O. The website and FB are continually being updated
- P. Nov Use
  - a. 756 people used the library
  - b. 189 people used computers
  - c. 98 people copied/faxed/lift
  - d. 476 adult reference
  - e. 153 child reference
  - f. 12/62 Programs Offered / Attended
  - g. 10 Community Room Uses
  - h. 0 new adult cards
  - i. 0 new juvenile cards
  - j. Circulation
    - i. 271 Adult Transactions
    - ii. 168 Juvenile Transactions
    - iii. 20 Other Item Type Transactions
    - iv. 182 ILL/ICICILL Transactions
    - v. 641 Total Transactions