

**WADDINGTON HEPBURN LIBRARY
MINUTES OF DECEMBER 3, 2019**

The meeting was called to order at 6:00 pm by President Cheryl Carr-Dominy.

Present: Cheryl Carr-Dominy, Margie Todd, Heather Jock, Edith Ashley, Alex Hammond (in for Scott Loomis), Tom Tomlins, Sarah Treptow, Don Finen, Evelyn Fiske

Missing: Bob Miller and Scott Loomis

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

Minutes: The minutes were adopted on a motion by Cheryl and seconded by Margie.

Town Board Report: Alex let us know that the budget passed Meetings are the second Monday of the month, more should attend.

Library Manager's Report: Edith Ashley. See attached

A. The handicap doorbell not working at all times was brought up at the last town board meeting by Edith. She was told it can't be fixed if it is working sometimes. If it works when they try it, they won't know the problem.

B. The friends would like to let go of their 501 (c) 3. Edith did some research for them. They will need it if they wish to continue taking contributions.

C. Janet and Edith went through books belonging to Bonnie Bashaw. The books were not new or are books that will not sell @ the book sale.

D. There was a problem with our recent Blackstone Publishing order. It was canceled and reordered.

E. SIRSI was updated on November 9th.

F. Barbara Evans and Jackie Hodges brought some garland for the front steps. Edith bought more and ordered some solar lights from Lowes.

G. Edith ordered a new water cooler. She canceled our account with Johnston's H2O. The new one is bottom loading so Janet and Renee can place a refill if needed.

H. In January pins will change and there will be a change in patron labels. All libraries will need to be automated by 2021.

Financial Report: We are still in need of a new tax preparer. Someone who can have our taxes done on time. Margie will try to find time to stop at the bank and be official.

Friends Report: On December 7th they will hold a tea from 1-3pm. They need cookies. They purchased the real garland.

Building Report: Who owns the sidewalk next to the driveway? It is in poor condition and should be fixed to avoid injury.

The handicap doorbell still needs to be fixed.

Old Business:

New Business: This was President Cheryl Carr-Dominy's last meeting. Goodbye Cheryl, we will miss you!! My fellow trustees have ganged up on me. Evelyn nominated Heather President and Tom seconded. Thanks? Sarah came to her first meeting. She was nominated Secretary by Evelyn, seconded by Tom. Welcome Sarah! You were hoping for a big role when you attended the meeting, right? Sarah needs to go to the town and sign the oath for trustees. Hers will be a 5-year term.

For banking documents: Cheryl Carr-Dominy is no longer President and needs to be removed.

Heather Jock is now President and needs to be added. Margie Todd is Treasurer and needs to be added.

Kevin Kitzman needs to be removed.

The meeting was adjourned at 7:17pm by Cheryl, seconded by Tom.

Attachments:

Agenda

Manager's Report

Respectfully Submitted,

Heather Jock 1/05/2020

WADDINGTON HEPBURN LIBRARY

Agenda December 3, 2019

6:00 pm – Open meeting

Adopt the Agenda

Adopt the Minutes from November meeting

Citizens' Comments

Town Board Report –

Library Manager's Report -Edith

Financial Report – Margie

Friends Report –

Building Report –

Old Business

New Business

NEXT MEETING – Tuesday January 7, 2020

Library Manager's Report for Nov Board meeting – 12/03/19

I. Financial

A. Revenue

1) Fines, copies, and faxes		30.00
2) Community Room (Burhans)		35.00
3) Donation	√	20.00
Total -----		85.00

B. Expenditures

1) Edith Ashley (460)		157.58
2) Baker Taylor		160.15
3) Blackstone Publishing		523.69
4) The Wild Center		90.00
5) Amazon		54.55
6) Johnston's H2O		5.00
7) Waddington True Value		1.79
8) National Grid		00.00
9) NCLS – Fiber Optic		133.74
10) St. Lawrence Gas	√	155.28
11) Verizon	√	70.81
12) The Library Store		104.56
Total -----		1,457.15

II. Library

- A. We've been having issues with the handicap doorbell/door. I mentioned it to the town board at the last meeting.
- B. The friends are considering letting go of their 501 (c) 3. I researched it for them.
- C. We were contacted by a relative of Bonnie Bashaw, wondering if we would like any of her books. Janet and I went over to look at them.
- D. I had to contact Blackstone Publishing regarding our recent order. They had to cancel the order and reorder.
- E. NCLS did the work flows on the 9th.
- F. Barbara Evans and Jackie Hodges came by to measure for garland. They dropped it off a little while later. I picked up some decorations and ordered some solar lights from Lowes.
- G. I ordered a water cooler from W.B. Mason and emailed Johnston's H2O to cancel them. The cooler arrived but it was the wrong one. They will be dropping the correct one off.
- H. I attended the JAB and DO meetings via LifeSize on the 20th. They talked of Libraries coming online, update on Symphony, memo of understanding (JAB agreed to have the Memo of Understanding go out every two years. 2020 would be the next time), pins will be changing in January, change in patron labels.
- I. The website and FB are continually being updated
- J. Nov Use

- a. 737 people used the library
- b. 145 people used computers
- c. 258 people copied/faxed/lift
- d. 390 adult reference
- e. 127 child reference
- f. 11/53 Programs Offered / Attended
- g. 10 Community Room Uses
- h. 1 new adult cards
- i. 1 new juvenile cards
- j. Circulation
 - i. 304 Adult Transactions
 - ii. 98 Juvenile Transactions
 - iii. 18 Other Item Type Transactions
 - iv. 202 ILL/ICICILL Transactions
 - v. 622 Total Transactions