

**WADDINGTON HEPBURN LIBRARY
MINUTES OF November 4, 2020**

The meeting was called to order at 6:07 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, Darcy Backus, & Colin Grant

Agenda: The agenda was adopted on a motion by Margie and seconded by Tom.

Minutes: Margie made a motion to adopt September minutes, Heather seconded.

Citizen's Report:

A. No citizen's report.

Town Board Report:

A. Budget passed.

B. Dave will let the Board know about legal fee numbers.

C. Dave will talk to the Board about the village fund for the buildings - when can we request the use of it & how do we do that.

D. Get any concerns/comments about the potential trees to be planted between library and neighbors to Dave before the December 14th Town meeting.

Library Manager's Report: Edith Ashley.

A. See attached library report.

Financial Report:

A. Taxes are done.

B. Margie picked up the check for painting from our account today.

C. Any suggestions of CPA's - tell Margie.

Friends Report:

A. None.

Building Report:

A. No update.

B. Duffy is going to get some volunteers to rake and weed.

C. Next step of grant for re-pointing is taking pictures.

D. Dave will mention gutters, screens, and leaves to Town.

Old Business:

A. Painting is done.

B. Windows are ready to go when the screens are out.

New Business:

A. Duffy will email current Meeting Room Use Form

B. We went over library policy edits

Next meeting = December 8, 2020 at 6 pm

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

Executive Session.

Attachments

Agenda

Library Report

Respectfully Submitted By
Sarah Treptow

WADDINGTON HEPBURN LIBRARY

Agenda November 4, 2020

6:00pm - Open Meeting

Adopt the Agenda

Adopt the Minutes from the October 6, 2020 meeting

Citizens' Comments

Town Board Report - Dave McBath

Library Manager's Report - Edith Ashley

Financial Report - Margie Todd

Friends Report

Building Report

Old Business - painting

New Business - policies (please bring them with you)

Executive Session

NEXT MEETING - Tuesday December 1, 2020

Library Manager's Report for Oct Board meeting – 11/04/20

I. Financial

A. Revenue

1) Donations	
Kevin Kitzman (\$200)	
Dawna Miller (\$50)	
Lowville Library Quilt Raffle (\$9.70)	259.70
2) Misc Revenue (Book)	15.00
Total -----	274.70

B. Expenditures

1) Edith Ashley (7240.400-\$14.74/420-23.74)	38.48
2) Amazon	43.80
3) Taste of Home	18.00
4) the Library Store	85.69
5) Waddington True Value	7.99
6) Liberty Utilities	116.76
7) National Grid	00.00
8) Verizon	TBD
9) NCLS – Fiber Optic	133.74
10) Case & Leader	3,500.00
Total -----	3,944.46

II. Library

- A. I emailed Verizon once again on the 1st about the hotspots, no response as of yet.
- B. We received an email from Brittany Bush on Friday evening the 3rd, asking if the friends would like to donate anything to the Pumkinfest on the 10th. I let her know that I would forward the email on to the friends but they haven't met for a while. I also told her we would try to get some crats together to pass out during the pumpkin painting. I did end up getting together 32 bags and they were all handed out.
- C. Let Carol know the meeting date was changed to Wednesday the 4th.
- D. NCLS has started classes for the minimum standards being implemented on January 1st 2021. We have already completed this but I plan to attend just in case.
- E. I had to reapply for tax exempt at Home Depot, I found if you don't use it, it will expire.
- F. I completed a survey by CTG, University of Albany, "Public Libraries, Making your community smarter."
- G. We received our Verizon bill on the 14th, it was completely wrong, the charge was \$264.90. I called (multiple times) and was passed around to multiple departments and states. While it is getting corrected they will not be charging late fees to our account. November 3rd we received a call that we were late. I once again got on the phone to inquire.
- H. I attended the DO meeting on the 14th.

- I. Inventory was finished on the 16th, we are good for two years. Weeding started on the 16th and was completed on the 30th.
- J. Whalen, Davey and Looney's emails were hacked on the 20th. Thankfully NCLS has amazing virus protection.
- K. A patron was looking for the homestead exemption form, we found out SLC doesn't participate in this exemption. But an additional exemption was found that I passed along.
- L. I signed the Library up for the Library Advocacy Initiative, it will start November 17th @ 2pm.
- M. We had done some moving around of books and in the process we moved the books in memory of Connie Compeau. Unbeknownst to me, the bookcase they were on was purchased by the family for the book donations. They have been returned to their rightful spot!
- N. An invoice for Amazon was posted to the incorrect line item, Lori corrected it.
- O. I texted Mark Mertz about shelves, he will be getting back to us.
- P. We received \$9.70 on the 27th from the raffle Lowville Library hosted.
- Q. The week of Halloween, Renée made a craft and recorded a story time on Facebook.
- R. I attended the annual meeting on the 29th. They went over the template, service levels and all the policies that we had to create due to the pandemic.
- S. The majority of my time has been wrapped up in the budget. Budget comparisons with other Libraries, statistics of other Libraries, what we do for the community, how we compare to other libraries, % increase/decrease of budget lines, in depth search of municipal library obligations and duties, etc. All in vain
- T. I would like to start offering an Essentrics class in the community room a couple of times a week.
- U. The website and FB are continually being updated
- V. Oct Use
 - a. 587 people used the library
 - b. people used computers
 - c. 18 people copied/faxed/lift
 - d. adult reference
 - e. child reference
 - f. 7/27 Programs Offered / Attended
 - g. Community Room Uses
 - h. 2 new adult cards
 - i. new juvenile cards
 - j. Circulation
 - i. 115 Adult Transactions
 - ii. 28 Juvenile Transactions
 - iii. 15 Other Item Type Transactions
 - iv. 155 ILL/ICICILL Transactions
 - v. 313 `Total Transactions