

**WADDINGTON HEPBURN LIBRARY**  
**January 2, 2019**

**Present:** Cheryl Carr-Dominy, Scott Loomis, Bob Miller, Edith Ashley, Heather Jock, and Kevin Kitzman

**Absent:** Margie Todd, Don Finen, and Evelyn Fiske

**Citizens:** none

**Agenda:** The agenda was approved on a motion by Cheryl, seconded by Kevin.

**Minutes:** The minutes of December were approved as read: moved by Cheryl, seconded by Heather.

**Town:** Scott Loomis

Nothing to report. Darlene is no longer working there. Lori McIntosh is her replacement.

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

- A. Nextiva is still being discussed. We would need to buy 3 phones.
- B. Library could be a sub office for the Census. It would mean more traffic for the library.
- C. The writing class was enjoyed. They are talking about doing another next year.
- D. Vicki finished the community room (\$948). She volunteered her time and the glue needed. Also replaced 2 outside lights.
- E. The guys only cleaned one gutter. There are still two others they need to do.
- F. The light in the stairway needs to be replaced.
- G. The Friends had their holiday tea on the 12th. There was a great turnout and it was enjoyed.
- H. Necessary funds were transferred (from line item to line item) to cover bills.
- I. PC was sick. It is fixed and feeling better now.
- J. SAM account was updated. This allows us to get USDA grants.
- K. Blood Drive wants to do 2 more here. Someone vaped and lied. Tables were left out. They will need to sign an agreement (rules) before use.
- L. Roy Lawrence - keep missing each other. Would like him to make the banners for 100 years.
- M. Christmas in Waddington movie night - 6 people attended.
- N. Trustee updates were done on the website.

**Financial Report:** Taxes were submitted in Nov.

Kevin has online access to the Community Bank Accts now.

We are 1 of 12 to get the Arconic Grant \$3000

**Friends Report:** Not meeting yet

**Building Report:** We will use the Arconic Grant to spruce up/ Spring clean. May 10th or 19th is the date.

**Old Business:** Strategic planning - sections 1,2 & 4 are done. We need an intro paragraph. Some goals - technology, community outreach (flyers, town sign), will continue to work on this throughout our meetings.

**New Business:** Vice President - Bob took the job. Congratulations Bob!!

The two new trustees are Don Finen and Evelyn Fiske

100 year planning continues - a party or reception of some type, poster and essay contests, t-shirts to sell, pens, float in the Homecoming parade, the banner.

**Next Meeting - Tuesday February 5, 2019**

Respectfully Submitted by Heather Jock January 7, 2019

# Library Manager's Report for Dec Board meeting – 01/01/19

## I. Financial

### A. Revenue

1) Fines, copies, and faxes	000.00
2) Donations (\$50/\$100 Snider/\$200 Legion)	350.00
3) Adopt-A-Book (O'Geen)	20.00
Total -----	<b>370.00</b>

### B. Expenditures

1) Edith Ashley (205-93.98/203-99.00/460-5.52)	198.40
2) Baker & Taylor	619.55
3) Country Living	29.97
4) Seaway Valley Lawn Care	40.00
5) The MacDonald Company	948.00
6) National Grid	29.97
7) St. Lawrence Gas	345.38
8) Verizon	75.54
9) W.B. Mason	572.01
Total -----	<b>2,858.82</b>

## II. Library

- A. The discussion continues regarding Nextiva.
- B. David Kraiker (Census Workshop) contacted me about my email to him. He said he would pass my information on to the person that sets up sub offices.
- C. We had the 2<sup>nd</sup> memoir writing class on the 5<sup>th</sup>. The ladies have decided to have a 3<sup>rd</sup> class on the 12<sup>th</sup>. They also discussed continuing.
- D. Vicki dropped off the wall carpet on the 6<sup>th</sup> and said she'd be back the week of the 17<sup>th</sup> to install.
- E. The guys only got to one gutter, they still have the lift and are hoping to get to it soon.
- F. I talked with David about the motion light in the stairway on the 11<sup>th</sup>. He stopped by on the 12<sup>th</sup>, he said he needs to be replaced and will order one if Karen doesn't have them.
- G. The Friends of the Library held their holiday tea on the 12th they also had a musician, 25 people attended,
- H. Carol let me know the bills are being paid on the 27<sup>th</sup>, Cheryl signed them on the 26<sup>th</sup>. The necessary
- I. One of our pc's was sick so I sent it to NCLS on the 18<sup>th</sup>, they returned it on the 27<sup>th</sup>.
- J. I updated our SAM (System for Award Management) account. I also needed to have a notarized letter signed and sent.
- K. We hosted the blood drive on the 20<sup>th</sup>, it went well.
- L. I contacted Roy Lawrence, waiting for a response.
- M. Christmas in Waddington held a movie in the library on the 22<sup>nd</sup>.
- N. Trustee updates were done on the website for the upcoming annual report.
- O. CD renewal 6-12-19.

- P. The fire extinguisher guy came and checked the fire extinguishers on the 28<sup>th</sup>. I believe he gives that bill to Carol and then she gives it to us.
- Q. The website and FB are continually being updated
- R. Dec Use
  - a. 725 people used the library
  - b. 182 people used computers
  - c. 56 people copied/faxed/lift
  - d. 449 adult reference
  - e. 162 child reference
  - f. 15/72 Programs Offered / Attended
  - g. 8 Community Room Uses
  - h. 1 new adult cards
  - i. 0 new juvenile cards
  - j. Circulation
    - i. 180 Adult Transactions
    - ii. 124 Juvenile Transactions
    - iii. 7 Other Item Type Transactions
    - iv. 135 ILL/ICICILL Transactions
    - v. 446 Total Transactions