

**WADDINGTON HEPBURN LIBRARY  
MINUTES OF JANUARY 7,**

The meeting was called to order at 6:00 pm by President Heather Jock.

**Present:** Margie Todd, Heather Jock, Edith Ashley, Tom Tomlins, Sarah Treptow, and Don Finen.

**Missing:** Bob Miller, Evelyn Fiske, and Dave McBath

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

**Minutes:** The minutes were adopted on a motion by Heather and seconded.

**Town Board Report:** Dave McBath is the new town liaison. He stopped in before tonight's meeting but couldn't stay.

**Library Manager's Report: Edith Ashley.** See attached

**A.** Blood drive cancelled, which is good because of previous issues.

**B.** If anyone has experience with a Cricut tell Duffy, the library has one that was donated but no one is great at using it.

**C.** Agreed to have Library buy 2 Verizon hot spots for loan.

**D.** Duffy will get quotes for adding central air and adding additional outlets - this will be what a possible construction grant could be spent on.

**E.** Agreed to give \$3 Johnston's credit to the town.

**F.** Duffy is going to call NCLS contact to explain possible municipal vote for budget.

**Financial Report:** At the bank Cheryl was taken off the account, Heather was added, and Margie will stay on. The December minutes reflect these changes. Heather will go to bank to make sure her name is on the account. For taxes we are checking into two possibilities to do them for us: Randall on Route 37 and Larry from Potsdam.

**Friends Report:** The Friends hadn't met since the last meeting. They are still thinking of getting rid of their 501(c)(3) status but Duffy will try to persuade her that they should keep it in order to be able to accept donations.

**Building Report:** Tom volunteered to be the new building chair. The building need to be repointed and Tom will do a walk around.

**Old Business:** Sarah hasn't signed oath at Town Clerk yet.

**New Business:** Margie will go to Town Clerk to sign oath, if needed. Duffy will see who needs to go through sexual harassment training.

The meeting was adjourned at 7:02pm by Heather, and seconded.

Attachments:

Agenda

Library Report

Respectfully Submitted,  
Sarah Treptow

**WADDINGTON HEPBURN LIBRARY**

Agenda January 7, 2020

6:00pm - Open Meeting

Adopt the Agenda

Adopt the Minutes from December 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 February 4, 2020**

## Library Manager's Report for Dec Board meeting – 01/07/20

### I. Financial

#### A. Revenue

1) Fines, copies, and faxes		000.00
2) Adopt A Book (Colton)	✓	20.00
3) Donation (Patterson)	✓	250.00
4) Adopt A Book (Babcock)	✓	151.00
5) Donation (Jones)	✓	25.00
6) Donation (?)	✓	250.00
<b>Total</b> -----		<b>696.00</b>

#### B. Expenditures

1) Edith Ashley (450-19.40/460-36.98)		56.38
2) Baker & Taylor (DVD)		22.34
3) Amazon (400-135.13/420-13.55)		148.68
4) Baker & Taylor		200.51
5) Blackstone Publishing		375.64
6) Country Living		29.97
7) Waddington True Value	Paid in January (1/15/2020)	34.64
8) National Grid		00.00
9) Liberty Utilities/St. Lawrence Gas	✓	257.11
10) NCLS		267.48
11) Verizon	✓	70.81
12) Whalen, Davey, & Looney		200.00
<b>Total</b> -----		<b>1,663.56</b>

### II. Library

- A. We received a call to confirm the blood drive on the 19<sup>th</sup>, I made sure it was the manager Grace had recommended before she left. They called on the 17<sup>th</sup> to cancel the drive due to lack of staff for the day.
- B. We put the lights on the garland outside on the 5<sup>th</sup>.
- C. Sandy Froats stopped by from CPH, she's starting a campaign for healthy eating habits in young children. She asked about what kind of books we had, etc.
- D. The friends had their Christmas tea on the 7<sup>th</sup>, there was a fair turn out.
- E. I started to look at the cricut, created account, etc.
- F. Tom Tomlins helped me (again) rope off the south side steps.
- G. I attended the SLC directors meeting in Ogdensburg. The director from Morristown (Bridget) contacted Verizon regarding hot spots. We would be able to get the units for free, no activation cost. They would come with unlimited data and cost \$39/month per unit.
- H. The screens were removed and the storms put in on the 10<sup>th</sup>. They also took down the old flag and put up the new one. The old one was given to Tom Tomlins.
- I. When I was passing out flyers at the school, Lisa Kitzman handed me two Arconic Foundation cards.

- J. I completed an item price survey from NCLS. They were wondering where we get the prices and why.
- K. The Haggett CD was renewed on the 12<sup>th</sup>.
- L. I finished the bills on the 20<sup>th</sup> and they were signed and handed in on the 23<sup>rd</sup>. We also did transfers on the 27<sup>th</sup>.
- M. I started working on an escape room idea for next year.
- N. I went through the budget comparisons from 2013 to 2018. Comparing what we get from taxes and what we use, etc.
- O. Laurel from Madrid got back to me as to which tax forms they use. They seem to be the same as ours for the most part. I want to ask a couple other libraries as well.
- P. We have a \$3 credit with Johnston's, would we want to give it to the town?
- Q. The website and FB are continually being updated
- R. Dec Use
  - a. 728 people used the library
  - b. 150 people used computers
  - c. 37 people copied/faxed/lift
  - d. 448 adult reference
  - e. 122 child reference
  - f. 10/45 Programs Offered / Attended
  - g. 2 Community Room Uses
  - h. new adult cards
  - i. new juvenile cards
  - j. Circulation
    - i. 239 Adult Transactions
    - ii. 107 Juvenile Transactions
    - iii. 12 Other Item Type Transactions
    - iv. 124 ILL/ICICILL Transactions
    - v. 482 Total Transactions