**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of May 12, 2020

**Attendees**

Director: Tim McDonough

Trustees: Joanne McLeod, Chris Connell, Barry Walsh and James Formosa.

Lin Morin (Bulmer Bookkeeping) Treasurer

Due to closure of the Library and to comply with mandated social distancing per the PAUSE order, this meeting was conducted online via Zoom Web Conferencing, in compliance with Executive Order 202.28, suspending in-person requirements to the Open Meeting Law.

Board President Joanne McLeod called the meeting to order at 6pm

Treasurer Lin Morin reviewed the status of the library’s successful application for the SBA Paycheck Protection Program (PPP) loan for $38,500. Funds are to be used for payroll, insurance and benefits and must be spent within six weeks. Up to 25% can be used for utilities, phone and internet.

**Minutes**

April 14, 2020 Board Meeting Minutes were distributed prior to this meeting

Motion to approve by McLeod and seconded by Walsh

**Friends of the Library Report**

FOL will not be participating in the Farmer’s Market opening June 6/7/20

No activity or reports anticipated until after library re-opening, date yet TBD.

**Financials Reviewed**

* Balance Sheet and Budget VS Actual Report were reviewed
* General Ledger – As of April 30, 2020
	+ Citizens Operating Fund, account 1005, balance = $3,659.46
	+ PPP sub account 1005.1 balance = $38,500
	+ Monthly Expenditures TOTAL = $14,311.18
	+ G/L approved with a Motion by Connell and seconded by Formosa

**Unpaid Bills report reviewed**

Approved to be Paid with a Motion by Walsh and seconded by McLeod

**Directors Report – for April 2020**

* As cleaning services were suspended following the library closure on March 14, there is a $296.50 credit with the cleaning service
* Part-time employee Claire Boylan who submitted her (voluntary) resignation has applied for unemployment, but the library expected not to be responsible for unemployment benefits

**Board of Trustees Meeting Minutes of May 12, 2020 (cont)**

**Directors Report – for April 2020**

Director McDonough reviewed issues to be resolved prior to library re-opening (date still uncertain, likely not until June at the earliest):

* How can re-opening best be phased in?
* How to budget for PPE (Town of Waterford will supply one box of 50 masks, more will be necessary)
* What modifications will be necessary in the library, including but not limited to the circulation desk? A quote will be obtained for plexiglass shielding at the circulation desk
* Board to update the Patron Conduct policy (re:PPE, distancing, etc) prior to re-opening
* Director McDonough continues to attend online weekly Directors’ Council meeting where issues related to re-opening procedures are discussed.
* Children’s Summer reading program is likely to be cancelled, status still TBD

**Old Business**

Board approved resolution to continue to compensate full-time and part-time staff during Covid-19 emergency closure. Motion by Walsh, seconded by Connell

**New Business**

On June 9, 2020, Governor Andrew Cuomo signed an executive order setting June 9 as the date for school (and school district library) budget votes and board elections. Elections and budget votes will be conducted by mail. Eligible voters in school districts will be mailed ballots to cast their votes. Cuomo’s order requires that absentee ballots sent to district residents include a postage-paid envelope.

Director McDomough has been in communication with the School Board and Superintendent Patrick Pomerville. The library’s budget and board vote will be included with the school budget to be mailed by the district. The library will contribute $1000 to the school district toward the cost of mailing. Two trustee positions are open. Barry Walsh agreed to take the two-year term, and James Formosa will run for the full five year term.

Additionally, the library will send postcards to approximately 500 currently active patrons urging them to vote for the budget and board members.

**Public Comment**

There was no public comment

**Adjournment** A motion to adjourn offered by Connell, seconded by Formosa. Meeting adjourned at 7:10pm.

Next meeting will take place (via Zoom) at 5:30pm on Tuesday, May 26, 2020

Regular monthly meeting (Zoom) at 6pm on Tuesday, June 6, 2020

Respectfully submitted, Chris Connell