**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of October 13, 2020

**Attendees:**

Director: Tim McDonough

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

Guest: Joe Bradford

Board President, Christine Connell, called the meeting to order at 6:02 pm

**Minutes:**

Motion to approve minutes of the September 8, 2020 Board Meeting by J. Formosa seconded by Barry Walsh. AIF

**Financials Reviewed:**

**B**alance Sheet and Budget VS Actual Reports were reviewed:

* General Ledger – Motion to approve by J. McLeod, seconded by J. Formosa AIF

Citizens Operating Fund, balance on September 30, 2020 = $2810.70 plus PPP Loan $1354.53=$4165.23

Expenditures TOTAL = $20,180.62

* Review and approval of September and October Warrants for payment. Motion by J. McLeod, seconded by B. Walsh AIF

**Director’s Report:**

A. Overall circulation numbers are increasing; up 26% from July with over 50% coming from print and e-content. DVD and audiobooks continue to be sluggish. Traffic in the building remains sporadic with few parents bringing in children,

B. All meetings continue to be held virtually. They included: Joint Automation Council where JA budget continues to be in good shape; RAAC meeting involved several new committee members and an explanation that the CDIC offices remain closed. Most other libraries seem to be moving forward cautiously but steadily.

C, Field Goods delivery program has stopped until next spring.

D. Tim and Liz are planning a virtual Halloween Costume Parade, which will take place the week of Halloween, Oct. 26-30

E. A motion was made by C. Connell to accept the Director’s Report, seconded by J. McLeod AIF

Old Business:

1. Tax Settlement Update – No new information
2. PPP Loan Forgiveness form will be filled out by Bulmer Bookkeeping
3. Strategic Plan/State mandates. Long-range plan ideas will be discussed at SPECIAL MEETING WEDNESDAY, OCTOBER 28, at 5:00pm
4. Hotspot Update: Convoluted mix-up with a library in Waterford, NJ. All is fine now and we have 3 new, working Hotspots!

New Business:

1. Winter Hours – 10:00-5:00 Monday – Thursday; Curbside Friday 10:00-:2:00; Saturday 10-2. The hours will go into effect November 1

**Public Comment**

Joe Bradford offered a staff parking suggestion

**Adjournment**

A motion to adjourn was made by J. Formosa, seconded by J. McLeod. Meeting adjourned at 7:35 AIF

Next regular monthly meeting will take place on Tuesday, November 10, 2020 at 6pm

Respectfully submitted,

Joanne McLeod