**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of December 8, 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 6:01 pm

**Minutes:**

Motion to approve minutes of the November 10, 2020 Board Meeting by James Formosa, seconded by Barry Walsh AIF

**Financials Reviewed:**

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

* General Ledger – Citizens Operating Fund balance on November 30, 2020 = 3756.31 plus PPP Loan $1354.53=$5110.84. T. McDonough will check with Bulmer re: PPP loan balance repayment if necessary. Current amount is not enough to cover salaries’ monthly payment.

Expenditures TOTAL = $16,702.74

Motion to approve General Ledger by Chris Connell, seconded by Joanne McLeod AIF

* Review and approval for payment of November-December warrants. Motion by Joanne McLeod, seconded by Chris Connell AIF

**Director’s Report:**

1. T. McDonough announced a recovery in circulation decline from October. Increases were noted in juvenile fiction, adult non-fiction and E-content. “Normalization” of service schedule has helped. People continued to demonstrate a comfort level with being in the building for the allowable time.
2. At the Director’s Council meeting held virtually on Nov. 13, there was discussion

about member libraries’ reopening experiences which were in line with what we’ve experienced. Other topics included how to spend SALS portion of the CARES Act funding, and the Pandemic Response Plan requirement.

1. We collected quite a bit of food for the food pantries which was picked up and distributed. Tim made arrangements to have the library continue to serve as a drop off site for food and personal item donations through the end of the year.
2. A motion was made by J. McLeod to accept the Director’s Report, seconded by J.

Formosa. AIF

Old Business:

1. No news re: tax settlement
2. Discussion of stated goals and methods to accomplish them. A special meeting will be held December 21, 2020 at 5:00 to discuss Strategic Plan/ Community Outreach

New Business:

1. Rollback of service will depend on the Pandemic situation. Curbside pickup will be difficult with winter weather.

**Public Comment**

Joe Bradford offered suggestions re: improving the Library’s website appearance and making it more eye-catching.

**Adjournment**

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

Next regular monthly meeting will take place on Tuesday, January 12, 2021 at 5:30pm

Respectfully submitted,

Joanne McLeod