**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of February 9, 2021

**Attendees:**

Director: Tim McDonough

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

Guest: Joe Bradford

President Chris Connell called the meeting to order at 5:40 pm

attach

**Minutes:**

Motion to approve minutes of the January 12 Board Meeting made by Barry Walsh, seconded by Joanne McLeod AIF

**Financials Reviewed:**

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

* General Ledger – Citizens Operating Fund balance on January 31,2021 = $6031.04. T. McDonough will check with Bulmer re: PPP loan balance repayment if necessary. Expenditures TOTAL = $19,721.
* The Pioneer Bank account will be used for any extra revenue.

Motion to approve General Ledger by Joanne McLeod, seconded by Barry Walsh AIF

* Review and approval for payment of warrants. Motion made by Chris Connell, seconded by Barry Walsh AIF

**Director’s Report:**

1. T. McDonough announced circulation numbers declined 50% from January 2020 but since the library was open 17 fewer hours per week, it was expected. We have purchased 3 additional Hotspots to meet the patrons’ needs.
2. Loss of monies collected will have a real impact on our budgets longer term, which will need to factor into our budget planning.
3. Tim attended 3 meetings on January 13: JA Council where it was announced the fees for 2022 will be based on 2019 circulation numbers. (will be the same as 2021 fees).Directors’ Council where it was announced the 2020 Annual Reports are due to SALS on March 5. Saratoga County IDA is offering some grants to reimburse businesses for PPE expenses. Lin and Tim are working on the application.
4. Liz and Tim met with Hack Scott to discuss ideas for our webpage refresh.
5. Former Library Trustee, Norma Picard, has passed away. Discussion was held on an appropriate donation in her name.
6. We cannot accept donations of books at this time. There might be an opportunity in the spring to a sponsor a community book sale/swap outdoor at the library. Maybe include Barb Turpin’s idea of a plant swap as well.
7. Motion to approve Director’s report made by Chris Connell, seconded by Joanne McLeod. AIF

Old Business

1. PPP Loan Forgiveness update: We had access to the portal but still no decision.

Lin will attend the March meeting either physically or via Zoom

1. Liz will be attending the Community Engagement Grant Workshop on March 4.

New Business:

1. Tim requested a new desk chair for Lana. He will investigate the cost and present at the March meeting.
2. Liz will have a modified summer reading program this year. She will be attending a virtual workshop held by the Upper Hudson and Mohawk Valley library systems. SALS summer reading workshop whilll be held sometime in April and she is planning on attending that as well. Liz estimates the cost to be $500-$800 between programs and supplies.
3. Library Service Model review will be discussed every month

**Public Comment**

N0 public comment

**Adjournment**

A motion to adjourn was made by Chris Connell, seconded by Joannse McLeod. Meeting adjourned at 6:55 AIF

Next regular monthly meeting will take place on Tuesday, **March 9, 2021** at **6:00pm**

Respectfully submitted,

Joanne McLeod