**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of March 9, 2021

**Attendees:**

Director: Tim McDonough

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

Guest: Lin Morin from Bulmer Bookkeeping

President Chris Connell called the meeting to order at 6:01 pm

Bulmer will be handling direct payments of more accounts payable with little increase in costs. The Board requested a code for budget line of Hotspots. The Board was informed that we do not need to file 990 Income Tax form.

**Minutes:**

Motion to approve minutes of the February 9, 2021 Board Meeting made 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 February 28, 2021 = $3514.53. Expenditures TOTAL = $15,847.74.

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

* Review and approval for payment of warrants. Motion made by James Formosa, seconded by Joanne McLeod. AIF
* A motion to place a computer group order was made by Joanne McLeod, seconded by Barry Walsh. AIF

**Director’s Report:**

1. T. McDonough announced circulation numbers are rising.
2. Loss of monies collected will have a real impact on our budgets longer term, which will need to factor into our budget planning. Saratoga County IDA is offering some grants to reimburse businesses for PPE expenses. Lin and Tim are working on the application.
3. 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.

Old Business:

1. Strategic Plan Evaluation/Priorities: tabled until next month
2. PPE forgiveness application needs to be submitted by August

New Business:

1. Sick Leave Policy – Chris and Tim will check with Human Resource
2. Trustee Vacancies/Petition Requirements – There will be two Trustee positions available in June. Candidates will need to get 25 petition signatures from people in the Waterford–Halfmoon UFSD.
3. Budget meetings scheduled for March 23 at 5:00 and April 13 at 5:00

Public Comment Period – no comment

Adjournment: Meeting was adjourned at 7:39 by President, Chris Connell.

Next Monthly Meeting - April 20, 2021 at 5:00

Respectfully submitted,

Joanne McLeod