**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of December 14, 2021

**Attendees:**

Director: Tim McDonough

Trustees present: Chris Connell, Barry Walsh, James Formosa, Liz Callaghan

Absent: Francis Hogan

President Chris Connell called the meeting to order at 6:00 pm.

**Minutes:**

Minutes were reviewed – there were no corrections, additions or deletions. Motion to approve the minutes was made by Barry Walsh, seconded by James Formosa.

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on November 30, 2021 was $11,213.16.
* Total expenditures for November were $16,632,25. Motion made to approve the General Ledger was made by Chris Connell and seconded by James Formosa.
* Review and approval for payment of warrants – motion made by James Formosa, seconded by Chris Connell.

**Director’s Report:**

* Circulation total - 1390.
* Intern project – The Director and Chris Connell had a ZOOM meeting with Donna Van Last on Nov. 23rd.
* SALS Challenge grant was approved, we should soon have new lighting. Town Councilman Jim Boudreau assisted with locating a bucket truck to remove loose slate roof tiles.
* Tara has passed her notary exam and has applied for her license.
* Motion to accept the Director’s report was made by Liz Callaghan and seconded by Chris Connell.

**Old Business:**

* Intern – will visit in early 2022 and do needs assessment. CSR is enthusiastic about the project; things are progressing slowly but are moving forward.
* Minimum standards review. The report is up on the website.
* Finalizing By-laws. Motion to ratify made by Liz Callaghan and seconded by James Formosa.

**New Business:**

* Insurance coverage additions. Dave Meager has addressed the possibility of having cyber insurance added to our policy. Tim said that our public computers are refreshed every day, but we could have our internet policy reviewed. Chris suggested adding “Employment Related Policies.”
* Mask mandate – we are following NYS guidelines to wearing masks. The signs on our doors have been changed.
* Museum/Library partnership grant, CDLC – Dec. 12 deadline. Tim will keep an eye on opportunities.

**Public Comment:**

Barb Turpin said that she would like to partner with the library and museum regarding loaning items and taking in items. Tim suggested that this would be an opportunity for showing items from the museum in our case.

Next meeting will be held on January 12, 2022.

Motion to adjourn was made by James at 7:15, seconded by Chris and moved to executive session.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary