**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of January 11, 2022

**Attendees:**

Director: Tim McDonough

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

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 Chris Connell.

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on December 31, 2021 was $11,881.20.
* Total expenditures for December were $19,261.07. Motion made to approve the General Ledger was made by Francis Hogan and seconded by Barry Walsh.
* Review and approval for payment of warrants – motion made by Chris Connell, seconded by Liz Callaghan.

**Director’s Report:**

* Circulation totals – 1459 for December, 2021 Total – 19,714 which was a 22% rebound from 2020.
* A discussion ensued on “Kanopy” which had more use during the pandemic. The cost is $1,776 annually. Chris Connell mentioned that a lot of libraries are offering “Hoopla” – Director Tim McDonough said that he has looked into it, said there is not a lot of new first-run material, there is a lot of overlap with e-books.
* New Lighting - installed this month by Pat from PJ Baker, paid for with a SALS Challenge Grant.
* Thanked Corcoran’s staff for their work on our great holiday meal
* Motion to accept the Director’s report was made by James Formosa and seconded by Barry Walsh.

**Old Business:**

* 2021 Year in Review – Director Tim McDonough commented that the Library was fortunate that it had not been necessary to close.

**New Business:**

* Policies and Procedures/Personnel Policies and Procedures – these have been emailed to all trustees and will need to be reviewed and discussed at our February meeting.
* Davies office furniture quote – to provide a 2-person reception station and a multi-use office suite. $5,286.02

**Public Comment:**

* Barry asked about State mandated trustee training
* Liz asked about our sandwich board, Tim stated that there had been pre-COVID discussion with the Friends of the Library about updating the sandwich board.
* Tim asked that, if anyone has leads on landscaping operations, to let him know.

Next meeting will be held on February 8, 2022. Motion to adjourn was made by Chris Connell at 7:22, seconded by Francis.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary