**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of August 9, 2022

**Attendees:**

Director: Tim McDonough

Trustees present: Chris Connell, James Formosa, Liz Callaghan

Absent: Frances Hogan

Guests: Tara King, (staff)

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

**Swearing in of Trustee for new term:** Tara King swore in James Formosa to serve his second term as Trustee for July 2022 to June 2027.

**Minutes:**

Minutes were reviewed – there were no corrections, additions or deletions. Motion to approve the minutes was made by Chris Connell, seconded by James Formosa - all in favor, none opposed.

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on July 31, 2022 was $4,060.95
* Total expenditures for July were $41,732.58. Motion was made to approve the General Ledger by Chris and seconded by Liz - all in favor.

Director Tim McDonough commented that WHUFSD has not found the library check that was sent to them on July 27th after they had said that they had not received the first check that was sent. There is a UPS confirmation that the check was left at the desk at 11:45 on July 28th. Tim will follow up on this with the new Business Manager, Samantha Sweitzer.

* Review and approval for payment of warrants – motion to approve was made by Chris Connell, seconded by James Formosa - all in favor, none opposed.

**Director’s Report:**

* Slight increase in circulation from last month, but still a big decrease from July 2021.
* Meetings attended – JA Council and also Ask the Lawyer Policy Review Webinar.
* New furnace installed by Adams Heating and Cooling
* There has been a problem with people not returning hotspots in a timely manner. Lana has created a wrap-around sleeve for the hot spots stating their return policy.
* There was no report this month from Liz Albanetti.
* Motion to accept the Director’s Report was made by Chris Connell and seconded by Liz Callaghan.

**Old Business:**

* Roof – we will need to do a formal bid process.
* Saratoga grant status – have not received official notification.
* Tax certiorari update – ask school, agreement with previous administration that they will warn us of any other tax certiorari. Chris Connell will attend 8/18 school board meeting.
* Policy Review work group – Chris Connell, Liz Callaghan and Director Tim McDonough will meet on a weekday after Labor Day.

New Business:

* Trustee Vacancy
* Bocce League – There is a new “mixed league” and the Library has a team.

**Public Comment:**

NONE

Next meeting will be held on September 13, 2022 at 6:00. Motion to adjourn was made by James Formosa at 7:30, seconded by Liz Callaghan.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary