**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of December 13, 2022

**Attendees:**

Director: Tim McDonough

Trustees present: Chris Connell, Liz Callaghan, James Formosa

Absent: Francis Hogan

Guest: Lin Morin, bookkeeper

President Chris Connell called the meeting to order at 6:05 pm.

Bookkeeper Lin Morin asked members if they had any questions or concerns. Board President Chris Connell asked if it is advisable to put some of our excess cash into short term CDs. SALS says not to invest in online CDs. Lin will look at Pioneer, Citizens and MBT banks.

**Minutes:**

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

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on November 30, 2022, was $5,000.76. In reviewing the balance sheet, it was suggested that, since we will need 25% of the roof repair cost as a match for the grant, we should put that amount in a Capital Account.
* Total expenditures for October were $20,461,27. Motion to approve General Ledger was made by Chris Connell and seconded by James Formosa - all in favor, none opposed.
* Review and approval for payment of warrants – motion to approve was made by James Formosa, seconded by Liz Callaghan - all in favor, none opposed.

**Director’s Report:**

* Liz Albanetti reported that 15 children signed up to make Gingerbread Houses. Liz would also like to try programs in 2023 for older home-schooled students, a “recycling craft station,” and a storytime/craft on-the-go.
* Meetings attended this month included JA Council, Director’s Council, and Friends of the Library.
* Meeting with Assemblyman John McDonald – discussed the possibility of different projects, including furnace and heat pumps
* We will be getting estimates by end of the year for door replacement and heat pumps.
* Possibility of a holiday party at Corcoran’s Towpath has been postponed.
* Director is looking into the possibility of purchasing sleds for families to borrow at the library. He has spoken to an attorney and to our insurance agent regarding liability.
* Motion to accept the Director’s Report was made by Chris Connell and seconded by James Formosa – all in favor, none opposed.

**Old Business:**

* Discussion ensued regarding grow lights and indoor gardening.
* NYLA Conference Takaway – tabled.

**New Business:**

* Job descriptions need to be updated.
* Art exhibit from St. Mary’s scheduled for mid-January
* Free faxing – most libraries no longer charge for faxing. Issues of people faxing large quantities. Tim McDonough suggested that a case-by-case basis works best.
* James Formosa offered a motion to offer a full-time position to Tara King. Motion seconded by Chris Connell. All in favor, none opposed.

**Public Comment:**

* none

The next meeting will be held on January 10, 2023 at 6:00. Motion to adjourn was made by Chris Connell at 7:14 and seconded by Liz Callaghan.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary