**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of January 10, 2023

**Attendees:**

Director: Tim McDonough

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

Guest: Richard Wohnsen

President Chris Connell called the meeting to order at 6:03 pm.

**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 December 31, 2022, was $6,359.56. Chris Connell asked if Lin Morin had moved funds into a CD. Chris made a motion to move $150,000 into a 6-month Pioneer Bank Certificate of Deposit. Motion approved by Liz Callaghan. All in favor, none opposed.
* Total expenditures for December were $19,772.51. Motion to approve General Ledger was made by Liz Callaghan and seconded by Chris Connell - all in favor, none opposed.
* Review and approval for payment of January 2023 warrants – motion to approve was made by James Formosa, seconded by Francis Hogan - all in favor, none opposed.

**Director’s Report:**

* Circulation - The total number for the year represents a 13% decline from last year – spreadsheet included in report.
* Meetings attended this month included annual Joint Automation Fees and a webinar about cyber insurance, and a NYSR webinar about the new enhanced reporting requirements that will be implemented in 2023.
* Open House on December 17th was sparsely attended but enjoyed by all that took part; The kid’s craft activities planned and executed by Liz and Tara went well, both in-house and as “take and makes.” Also, kudos to Tara for the wonderful decorations displayed around the building, and thanks to Mary Harney for her traditional Santa display.
* Tara’s full-time status is going well; the recent St. Mary’s art exhibit was a big success. Many thanks to Art Teacher Maria Verdile.
* Motion to accept the Director’s Report was made by Liz Callaghan and seconded by James Formosa – all in favor, none opposed.

**Old Business:**

* Capital Roots is back in business and receiving a good response. Director McDonough has put it on Instagram and will put it on Facebook.
* State and Municipalities grant will address the HVAC system, including a heat pump, the East Entrance redo, other facility doors, and the office and circulation area update.

**New Business:**

* Veteran webinar – Chris Connell suggested it to County Veterans Director Frank McClement, it may be a way to tie in the Library with his office.
* Tara provided the results of her summer survey from the Farmers Market.
* New programs include Phil Bayly who will give a reading from his newest book and have a book signing on Saturday, February 25th; Celtic Music on Saturday, March 4th; Iditarod Program on Wednesday, March 22nd.

**Public Comment:**

* none

The next meeting will be held on February 14, 2023 at 6:00. Motion to adjourn and move to Executive Session was made by Chris Connell at 7:15 and seconded by Liz Callaghan.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary