**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of March 21, 2023

**Attendees:**

Director: Tim McDonough

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

Richard Wohnsen

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

**Minutes:**

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

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on February 28, 2023 was $7,673.24.
* Total expenditures for January were $21,490.48. Motion to approve General Ledger was made by Liz Callaghan, seconded by Francis Hogan - 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:**

* Report handed out by Director Tim McDonough and reviewed.
* Additional items included Tara’s application to the Farmers Market to attend again this year. Also, Director McDonough advised the Board that the library computers need to be replaced. Chris Connell made a motion to purchase an all-in-one computer and a laptop for public use at a total cost of $2,553.00 Motion was seconded by Francis – all in favor, none opposed.
* Director also said that we will be receiving phishing training modules from SALS, who has contracted with KNOW BE4. Also, construction grant applications are due on April 1. As of this meeting, SALS had only received 6 applications. There is a pot of $50,000, with a maximum of $5,000 each.
* Motion to accept the Director’s Report was made by Chris Connell and seconded by Liz Callaghan – all in favor, none opposed.

**Old Business:**

* Board Retreat – tabled. Chris Connell and Tim McDonough will pull together possible dates.
* Budget calendar – budget needs to be ratified by our April meeting.

**New Business:**

* Temporary Trustee appointment - Chris Connell made a motion to appoint Richard Wohnsen to the position of trustee to serve until June Library Board Elections. Motion seconded by Francis – all in favor, none opposed.
* OATS (AARP Program) – Older Adults Technology Services
* Director called School Superintendent Michael Healy – the library has not been billed for retirement payments. Some members of the library and board will meet with the superintendent.
* Open Meeting Policy ratification – Chris Connell made a motion to approve the policy, pending addition of certain amendments that were suggested. Motion seconded by James Formosa – all in favor, none opposed.
* Adams Heating maintenance contract - for inspection, cleaning, guaranteed 24-hour response and 10% discount on services, for $459. Motion to approve payment made by James Formosa, seconded by Francis Hogan

**Public Comment:** none

Moved to executive session at 7:17

Returned to regular meeting at 7:34

Motion to adjourn made by Chris Connell at 7:35, seconded by Liz Callaghan. All in favor, none opposed.

The next meeting will be held on April 11, 2023 at 6:00.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary