**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of May 9, 2023

**Attendees:**

Director: Tim McDonough

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

Additional attendees: Bookkeeper Lin Morin

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

Bookkeeper Lin Morin addressed the board concerning financial matters. A motion to move the funds currently in Pioneer Savings Bank as well as the funds in Citizens Capital Account minus the minimum necessary to retain the Capital account without a fee, into a new Trustco Money Market account that will earn 2.75% interest was made by Liz Callaghan and seconded by James Formosa.

Additionally, Director McDonough stated that he will contact WHUFSD to request an invoice for the tax payment that is due.

**Minutes:**

Minutes were reviewed. There were two additions. First addition - under the Director’s Report, second bullet, the following was added: “The library had applied for the maximum $5,000 grant but there more applications than the money available.” Second addition – under New Business, the following bullet was added: “The Budget vote will be held on June 7, at the library from 10 am to 6 pm.” Motion to approve the minutes as revised was made by Chris Connell and seconded by Francis Hogan. All in favor, none opposed.

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on April 30, 2023 was $3,611.48.
* Total expenditures for April were $65,394.12. Motion to approve the General Ledger was made by Liz Callaghan, seconded by Francis Hogan - all in favor, none opposed.
* Review and approval for payment of warrants – motion to approve was made by Chris Connell, seconded by Francis Hogan - all in favor, none opposed.

**Director’s Report:**

* Report handed out by Director Tim McDonough and reviewed.
* Additionally, Liz Albanetti requested that the Board consider the purchase of a Cricut machine which is similar to a printer but, instead of ink on paper, it is a blade that cuts out shapes in materials such as vinyl, paper, iron-on transfers, etc. It would be useful for children’s and adult craft classes and could possibly be made available for public use. James Formosa offered a motion to spend $600 for the purchase of a Cricut machine. Motion was seconded by Francis Hogan. All in favor, none opposed. James Formosa made a motion to donate $200 to the Softball League. Motion seconded by Chris Connell, Francis Hogan recused himself. Liz Callaghan and James Formosa voted in favor. Director Tim McDonough will contact the FOL to see if they will make a $700 donation to the library to cover the cost of the Cricut and part of the Softball donation.
* Tara King spoke to the Director about a possible Adult Craft to be held monthly on a Saturday.
* Motion to accept the Director’s Report was made by Francis Hogan and seconded by James Formosa – all in favor, none opposed.

**Old Business:**

* Board Retreat – will take place on Wednesday, May 10th at the Waterford Community Center, 125 Second Street, from 4 pm to 7 pm. Items on the agenda will include staffing, job descriptions, and the Library Strategic Plan.
* Community Art Program – funds from the Memorial Fund can be used for this. The program will be advertised at the Budget vote and also on social media.

**New Business:**

* Staffing is necessary for the budget vote. Chris will contact members of the FOL.

**Public Comment:** none

The next meeting will be held on June 13, 2023, at 6:00.

Motion to adjourn made by Chris Connell at 6:59, seconded by Liz Callaghan. All in favor, none opposed.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary