**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of August 8, 2023

**Attendees:**

Director: Tim McDonough

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

Guests: Sara Dallas, Ex. Director SALS

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

**Minutes:**

Minutes were reviewed. There were two corrections:

1. The Citizens Operating Balance was $-2,090.19
2. The amount of the Thaler, Reilly, Wilson contract approved on July 11 was $20,600.

The motion to approve the minutes as amended was made by Katharine Horn and seconded by Francis Hogan. All in favor, none opposed.

Chris Connell introduced Sara Dallas, Executive Director of Saratoga County

Director Dallas's presentation included the following:

* A quick overview of SALS
* JA (Joint Automation) fees for next year.
* Mandated 2-hour training for Trustees
* Unite Against Book Bans
* New construction grant cycle

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on June 30, 2023, was $1,721.97.
* Total expenditures for July were $26,439.94. Motion to approve General Ledger was made by Liz Callaghan, 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 Katharine Horn.

**Director’s Report:**

* The Director’s Report and the Youth Services Report were handed out by Director Tim McDonough and reviewed.
* Additionally, Director McDonough informed the board that he has received an application for the Part-time position that has been listed and the applicant will come to the Library next week for an interview.
* Motion to accept the Director’s Report was made by Francis Hogan and seconded by Liz Callaghan – all in favor, none opposed.

**Old Business:**

* Cyber Security for Bookkeepers – we will ask Bookkeeper Linn Morin to come in and address the issues in the draft letter.
* Censorship Policy – our policy was approved in June. The Policy will be altered as follows:

1. In the fourth paragraph, the word “patron” will be changed to “Waterford Public Library resident” in each sentence/bullet, and;
2. In the fourth paragraph, a sixth bullet will be added as such: “Multiple challenges for a specific book will be treated as a single challenge.”

* Part-time Clerk Position – addressed during Director’s Report.
* Dan Wilson Project Management Agreement – Motion to approve offered by Chris Connell, seconded by Francis Hogan – all in favor, none opposed.

**New Business:**

* Conflict of Interest Policy Certification – tabled.
* Personnel Policies – lack of enthusiasm among other library directors. We should consult with someone with experience in these areas before we delve into them. We should also consult with Saratoga County Civil Service.
* 2023 NYLA Conference – held at the Saratoga Springs City Center from November 1-4. Information and schedule can be found online. Trustees should advise Director if they plan to attend.

**Public Comment:** none

The next meeting will be held on September 12, 2023, at 6:00.

Motion to adjourn made by Liz Callaghan 7:25, seconded by James Formosa. All in favor, none opposed.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary