**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of July 11, 2023

**Attendees:**

Director: Tim McDonough

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

President Chris Connell called the meeting to order at 6:04 pm.

Chris Connell offered a motion to appoint Katharine Horn to the position of Trustee for the duration of the July 2022-June 2023 term. The motion was seconded by Francis Hogan. All in favor, none opposed.

Tara King swore Katharine Horn in as a Trustee of the Waterford Public Library and Katharine signed the Oath of Office for the position.

**Minutes:**

Minutes were reviewed. There were no additions, deletions or corrections. The motion to approve the minutes was made by Francis Hogan and seconded by Katharine Horn. All in favor, none opposed.

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on June 30, 2023, was $1,721.97.
* Total expenditures for June were $21,760.24. 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 warrants – motion to approve was made by Chris Connell, seconded by James Formosa.

**Director’s Report:**

* The Director’s Report and the Youth Services Report were handed out by Director Tim McDonough and reviewed.
* Additionally, Director McDonough mentioned that one of the fishing poles that had been lent out has not been returned. A letter will be sent to the borrower.
* Motion to accept the Director’s Report was made by Chris Connell and seconded by Katharine Horn – all in favor, none opposed.

**Old Business:**

* New trustee info – Katharine has been given the New Trustee Handbook, she has been on the website, Board President Chris Connell has offered to sit with her and answer any questions regarding the board. Director McDonough said that both Web Junction and the Capital District Library Council are good resources.
* Cyber Insurance Proposals – too ambiguous at the moment, they do not address the individual needs of the libraries. Our library engages in best practices, and policies are used to ensure our safety. The director will seek feedback from Dave Meager (AMSURE). SALS wipes public computers every day; nothing can be stored. Our “internet use” policy needs to be updated.
* Sept. 1, 2023, will be Lana’s last day of employment at Waterford Public Library. Director Tim McDonough is drafting a part-time job description and will share it with board members.

**New Business:**

* Motion to accept Thaler, Reilly, Wilson’s contract in the amount of $2,600 for the development of construction documents, bidding assistance and construction supervision for the proposed roof project was offered by Chris Connell and seconded by Katharine Horn. All in favor, none opposed.

**Public Comment:** none

The next meeting will be held on August 8, 2023, at 6:00.

Motion to adjourn made by Chris Connell at 7:10, seconded by Liz Callaghan. All in favor, none opposed.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary