**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of June 20, 2023

**Attendees:**

Director: Tim McDonough

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

Guest: Katherine Horn

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

**Minutes:**

Minutes were reviewed. There were no additions, deletions or corrections. Motion to approve the minutes was made by James Formosa and seconded by Francis Hogan. All in favor, none opposed.

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on May 31, 2023, was $5,975.72.
* Total expenditures for May were $24,318.16. Motion to approve the General Ledger was made by James Formosa, seconded by Francis Hogan - all in favor, none opposed.
* Review and approval for payment of warrants – tabled.

**Director’s Report:**

* The Director’s Report and the Youth Services Report were handed out by Director Tim McDonough and reviewed.
* Additionally, the Library has received a check from the Friends of the Library for $700 to cover the cost of the Cricut and half of the Softball donation.
* The Library will participate in a Mini Scavenger Hunt with libraries from Round Lake, Stillwater, Mechanicville, Malta and Clifton Park. Upon completion, participants will be entered into a Grand Prize Raffle. This will start at the end of June.
* The Library now has a corn hole kit that can be checked out.
* Princh will allow patrons to easily submit documents from their own devices and seamlessly complete the printing and payment process. Chris Connell offered a motion to allow the Library to enter into a contract with Princh. Motion seconded by James Formosa. All in favor, none opposed.
* The results of the Budget vote on Wednesday, June 7th - 43 in favor of the proposed budget and none opposed. Additionally, Chris Connell was re-elected to the Board of Trustees.
* Motion to accept the Director’s Report was made by Francis Hogan and seconded by James Formosa – all in favor, none opposed.

**Old Business:**

* Budget vote recap – covered under Director’s Report.
* Trustco Bank approval – covered and voted on in May.
* Cyber Insurance Proposals – Director will investigate further.

**New Business:**

* Book Challenge Policy review – motion to approve it, with one change to add the requirement that one must be a resident to submit a challenge, was made by James Formosa and seconded by Francis Hogan.
* Landscape quote – A motion to approve the expense of Dave’s Cutting Edge Landscaping, Inc. in the amount of $925 was made by James Formosa and seconded by Liz Callaghan - all in favor, none opposed.
* Window cleaning -a motion to approve the expense of indoor and outdoor window cleaning by Window Genie in the amount of $706.20 was made by Francis Hogan and seconded by James Formosa - all in favor, none opposed.
* Lana Lightfoot retirement – Director McDonough confirmed that Lana has expressed her intention to retire this September.

**Public Comment:** none

The next meeting will be held on July 11, 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