**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of September 12, 2023

**Attendees:**

Director: Tim McDonough

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

Absent: James Formosa

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

**Minutes:**

Minutes were reviewed. A motion to approve the minutes was made by Katharine Horn and seconded by Francis Hogan. All in favor, none opposed.

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on August 31, 2023, was $1,615.41.
* Total expenditures for August were $25,279.08. Motion to approve General Ledger was made by Chris Connell, 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 Liz Callaghan – all in favor, none opposed.

**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 the Library has embarked on a trial with Princh, which is a simple cloud-based printing solution that allows users to print, copy, scan and pay from their mobile devices, laptops, and desktop PCs. The trial will continue until Director McDonough returns from vacation in the first week of October.
* Narcan – The Director will request the Town of Waterford PD to meet with us to discuss the frequency of Narcan usage. Chris Connell will contact Supervisor Lawler and Council Member Ball to get their feedback.
* Motion to accept the Director’s Report was made by Francis Hogan and seconded by Liz Callaghan – all in favor, none opposed.

**Old Business:**

* Conflict of Interest statements – signed
* Staffing – Posted at HVCC, also put in the Local First
* Bulmer Cyber Security letter – they do have an IT staff, but Lynn is working on a full response to our questions.
* Roof project update – The architect is creating bid documents, talked to Director McDonough about some questions, bids should be going out soon.

**New Business:**

* Friends meeting update – They have a Bingo Babes fundraiser on Sept. 25th; there is a Boscov's fundraiser on October 18th; a memorial gift for Norma Picard was discussed.
* Diane Steele painting class – tabled until Director McDonough returns from vacation.
* Community Show and Tell exhibits – tables until the beginning of 2024.

**Public Comment:** none

The next meeting is scheduled for October 10, 2023, at 6:00.

Motion to adjourn made by Liz Callaghan 7:15, seconded by Chris Connell. All in favor, none opposed.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary