**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of October 17, 2023

**Attendees:**

Director: Tim McDonough

Trustees present: Christine Connell, Liz Callaghan, Katharine Horn

Absent: James Formosa, Francis Hogan

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

**Minutes:**

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

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on Sept. 30, 2023, was $2,896.01.
* Total expenditures for August were $17,133. 67. Motion to approve General Ledger was made by Liz Callaghan, seconded by Katharine Horn- 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, Liz Albanetti’s Youth Services Report and Tara King’s report on 2023 library activity at the Waterford Harbor Farmer’s Market were handed out by Director Tim McDonough and reviewed.
* Motion to accept the Director’s Report was made by Liz Callaghan and seconded by Katharine Horn– all in favor, none opposed.

**Old Business:**

* Roof bid opening – The low bid is Mid-State Industries, Ltd. Base bid is $178,811 with Alternate #1 (repainting of existing wood roof edge elements and cupola) $35,811, for a total of $214,622. Director will confirm if the $12 per sq. ft. wood roof decking replacement is an additional expense. Thayer will need to contact them to confirm acceptance of the bid and then proceed with paperwork.
* Staffing – Prior to Director McDonough’s vacation, several people responded. However, upon returning and contacting them, only one has responded. Candidate is Peter Conroy, a HVCC student and he will come to the Library for an interview on Thursday.
* Narcan – Katharine Horn offered a motion to approve Saratoga County’s Department of Health’s offer to accept Narcan boxed supplies to offer to library patrons who want them. Motion was seconded by Chris Connell. All in favor, none opposed.
* 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 – A meeting has been scheduled for October 26, 6:00 pm.
* Farmer’s Market wrap-up - Next year, perhaps once a month instead of twice monthly might work better.
* Office/circulation desk design – items to be considered include:

1. Different lighting fixtures – carriage light?
2. Doors – all glass if not original
3. Circulation desk – struggle for storage
4. Shared workspace
5. Self-check kiosk
6. Circulation desk/ wheelchair access
7. Eventual elimination of archived records

* Saratoga County Senior Services Webinars – interest in providing webinars that can be hosted at the library once a month.

**Public Comment:** none

The next meeting is scheduled for November 14, 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