**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of December 12, 2023

**Attendees:**

Director: Tim McDonough

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

President Chris Connell called the meeting to order at 5:32 pm.

**Minutes:**

Minutes were reviewed. A 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 November 30, 2023, was $4,473.01.
* Total expenditures for November were $19,234.23. Chris Connell asked about Health Insurance. Director McDonough clarified that Liz Albanetti will go on the library's CDPHP plan on January 1, and Tara King will go on the dental plan. Motion to approve General Ledger was made by Francis Hogan, seconded by Liz Callaghan - all in favor, none opposed.
* Review and approval for payment of warrants – motion to approve was made by James Formosa, seconded by Francis Hogan – all in favor, none opposed.

**Director’s Report:**

* The Director’s Report was handed out by Director Tim McDonough and reviewed.
* Additionally, Director McDonough said that there was a large group in attendance for the watercolor class, many of whom had not been signed up. Also, the part-time position is once again vacant. Director McDonough has interviewed a potential candidate who might be hired in January.
* Motion to accept the Director’s Report was made by Francis Hogan and seconded by Katharine Horn – all in favor, none opposed.

**Old Business:**

* Roof – work will begin in spring. Director McDonough will keep board members advised of a kick-off meeting with the contractor that will be held at the library probably by the end of the year. The door plan has been approved by SHPO.

**New Business:**

* Minimum Standards Policy – motion to approve the policy was made by Francis Hogan and seconded by Katharine Horn.
* Community Showcase: Our Treasures – will take place on Saturday, January 13 between noon and 5:00 pm. Residents are invited to share items from a trip, a favorite hobby, etc. Light refreshments will be served.
* Chris Connell passed out forms for Trustees to report their mandated yearly training.

**Public Comment:** none

The next meeting is scheduled for January 9, 2024, at 6:00.

Motion to adjourn was made by Liz Callaghan at 6:15, seconded by Katharine Horn. All in favor, none opposed.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary