**Waterford Public Library**

117 Third Street, Waterford, NY

Board of Trustees Meeting Minutes of November 14, 2023

**Attendees:**

Director: Tim McDonough

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

Guest: Lin Morin, Treasurer

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

Treasurer Lin Morin addressed the Board. The following items were addressed concerning Lin’s office:

1. Document security – there is no document security policy. This will be reviewed. Two people are working in the office.
2. Only Lin has access rights to the Library payroll.
3. Password reuse policy – multi-function authentication is required.
4. Data backup – kept offsite. The entire system is backed up on a separate drive.
5. Only cloud service, Microsoft Exchange program
6. There is no data recovery plan – she will speak with their insurance company about this.
7. Security Awareness Training – their insurance company has training that they can take.
8. Sonic wall for firewall.
9. They regularly patch the software.
10. Operating systems are kept up to date.
11. They carry insurance to cover their losses.
12. Remote access is available to Lin and one other employee.
13. They do not have Wi-Fi in their office. Everything is hardwired in.

**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 October 31, 2023, was $1,272.39.
* Total expenditures for October were $20,793.78. Motion to approve General Ledger was made by Francis Hogan, seconded by James Formosa - all in favor, none opposed.
* Review and approval for payment of warrants – motion to approve was made by James Formosa, seconded by Katharine Horn – all in favor, none opposed.

**Director’s Report:**

* The Director’s Report and Tara King’s NYLA Report were handed out by Director Tim McDonough and reviewed.
* In addition to the reports, Director McDonough said that both Liz Albanetti and Tara King’s classes are going great. A poet workshop is being considered for the spring.
* Motion to accept the Director’s Report was made by Chris Connell and seconded by Liz Callaghan – all in favor, none opposed.

**Old Business:**

* Roof – work will begin in spring; documents have been sent to SHPO.
* Part-time clerk has been hired. Additional info in Director’s Report.
* Drop-in Art Display will be on January 13th. Members of the community will be invited to display items of personal interest.
* Narcan box will be installed on wall. There has been positive feedback from elected officials.

**New Business:**

* The library will investigate the concept of “armchair travel.”

**Public Comment:** none

The next meeting is scheduled for December 12, 2023 at 5:30.

Motion to adjourn was made by Liz Callaghan at 7:21, seconded by Francis Hogan. All in favor, none opposed.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary