**Waterford Public Library**

117 Third Street, Waterford, NY 12188

Board of Trustees Meeting Minutes of February 13, 2024

**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 6:04 pm.

**Minutes:**

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

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on January 31, 2024, was $4,546.25
* Total expenditures for January 2024 were $41,520.19. Chris Connell questioned the amount for “Programs,” Director McDonough said that he would look into that. 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 Chris Connell, 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.
* Meetings attended - JA Council on January 10 at MVLS.
* Physical grounds – Adams Heating & Cooling submitted an updated quote for HVAC work that is needed. The roof project is on schedule.
* The Community Show had a smaller turnout than had been hoped for, but staff agreed that it is worth trying again with a few tweaks. We will host a display from the Waterford Museum and St. Mary’s School will once again have an art show in early April.
* Additionally, Director McDonough said he has been approached by a library patron who is interested in being a volunteer at the library, in possibly an Ambassador role. He will look into this.
* 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 project update – no numbers have been provided yet for the additional construction which was for underpinnings that needed to be rebuilt but were not in the original budget.
* SAM Grant – possible projects include Heating and Cooling, Circulation Desk. We need to stay within $125,000.
* Programming update -no report. Chris Connell had planned a report on the Genealogy program, but that has been tabled.
* There have been several programs planned for next week, which is the School Winter Recess.
* National Grid is returning at the end of the month to provide community assistance.
* A mystery “Who Done It” is being considered for March.

**New Business:**

* Staffing – Director McDonough filed for retirement in December 2024. He stated that he would be willing to assist with the transition.
* Policy Review – Katherine Horn will have a report to send out to the Board prior to the next meeting.

**Public Comment:** none

The next meeting is scheduled for March 12, 2024, at 6:00.

Motion to adjourn was made by Liz Callaghan at 6:53, seconded by Katharine Horn. All in favor, none opposed.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary