

Waterford Public Library  
117 Third Street  
Waterford, NY 12188

Board of Trustees Meeting Minutes of January 9, 2024

Attendees: Director: Tim McDonough

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

Excused: Liz Callahan

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

Minutes were reviewed. A motion to approve the minutes was made by Christine Connell and seconded by James Formosa. No corrections.

All in favor, none opposed.

Financials Reviewed:

Balance Sheet - Citizens Operating Fund balance on December 31, 2023, was \$1957.36

Total expenditures December \$20,267.00.

Director McDonough noted the library has not received the bill for the Momentive Tax certiorari, but he has reached out to Lynn Morin and will also contact Stephanie at WHUFSD.

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 Francis Hogan. All in favor, none opposed.

Director's Report:

The Director and Youth Service report(s) were handed out by Director Tim McDonough and reviewed.

Circulation Totals: 1151

Meetings/ Continuing Education Recap: I worked with NYSLRS via Web Ex to make the final preparations to transition our monthly reporting process to Enhanced Mode and will continue to liaison with their team over the next several months to make sure the reporting procedure is in full compliance.

Physical Plant/Grounds: Torrential rains we experienced this month resulted in numerous leaks throughout the building, including the furnace equipment, the tech from Adams Heating was here to do our inspection/ tune-up and advised me that we will need to replace the other furnace sooner than expected. Discussion/clarification by Tim who noted that the furnace replacement will wait until after roof replacement is completed and at that time will obtain an updated replacement quote.

Adult programs in December were both well attended and received much praise. We hosted Celtic Folk musician Jeff Snow on December 2nd, Diane Steele had a watercolor class that had to turn folks away on December 9, and our Friends Holiday Party on December 16 brought out lots of people.

Youth Services report: Our Holiday party was popular with over 40 children attending-and making gingerbread houses, having a magic and craft station helped to keep everyone busy. Limited attendance for winter break programs was noted, however she will create and initiate " Activities on Demand" ( having Tuesday program activities available for whenever someone wants them) and will create a flier to promote this.

Director McDonough noted it was an overall good year with programs well received. 2024 will be a busy one with a new roof going up, construction projects, and more programs. St. Marys' School student Art Show is upcoming, date to be determined. The Total Eclipse will occur on April 8 and the library has purchased "eclipse glasses". Diane Steele may have another painting class in the spring.

New employee hire- Orion Moylan has accepted the part time position and started orientation/training. The work schedule will be flexible to meet the library staffing needs.

Motion to accept the Director's Report was made by Chris Callahan seconded by Francis Hogan. All in favor, none opposed.

Old Business:

Roof scaffolding going up, work will begin in spring/weather permitting. There will be a kick-off meeting with the contractor. The door plan has been approved by SHPO.

Community Showcase-Saturday January 13th from 12-3 pm there has been some interest from the community.

Nalox box: Chris offered to reach out to community resources via letter to advise of the library resource available. Chris will assess if SCHED has a form/template letter for her to use.

Minimum Standards Policy:Status and plan for 2024

Motion to approve the policy was made by Francis Hogan and seconded by Katharine Horn.

Bylaws will require review and updating: Liz will look into initiating the process and Katharine Horn will assist.

New Business

2024 Program commitments:Monthly craft with Tara scheduling and overseeing. Liz is planning a murder mystery game, date to be confirmed.

Friday April 5: Jazz guitarist from NJ and dinner program

Music in October:Sarah McQuade

Tara is researching Museum passes - reviewing the current ones and evaluating their usage.

We may delete the USS Slater, and Hildene, but will be adding new ones.

Discussion of using funds from Memorial donation for Norma Picard to support the museum pass program.

Motion to approve by Chris Connell seconded by James Formosa. All in favor, none opposed.

SAM grant commitment letter: Tim needs additional information for letter completion but will have it ready by next months' meeting.

2024 Joint Automation Library Agreement: Handout was provided for review.

Completed mandated yearly training forms were forwarded to Tim for filing.

No additional items or public comment.

Next meeting is scheduled for February 13, 2024 @ 6 pm.

Motion to adjourn the meeting at 6:25 pm by Chris Connell, seconded by James Formosa. All in favor, none opposed.