

Waterford Public Library

117 Third Street, Waterford, NY 12188

Board of Trustees Meeting Minutes of April 16, 2024

Attendees:

Director: Tim McDonough

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

Absent : Liz Callaghan- excused

President Chris Connell called the meeting to order at 6:05 pm.

Minutes:

Minutes were reviewed. Francis requested a correction regarding dates/purpose of April meetings – with April 8th for budget planning/review and April 16th the regular monthly board meeting. All in agreement.

A motion to accept corrections was made by Liz Callaghan and seconded by Francis Hogan. All in favor, none opposed.

Financials Reviewed:

Balance Sheet - Citizens Operating Fund balance on March 31, 2024, was \$1538.73 Total expenditures for March 2024 were \$ 24, 960.34

Budget Review: Tim noted change in Digital content as some will move to E-books, there will be an adjustment to Health/Dental Insurance due to anticipated cost increase, however anticipated CD interest should offset the increase. There is a potential increase in Bookkeeping Services, but Tim will follow up on this.

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 Chris Connell. All in favor, none opposed.

Director's Report:

The Report was handed out by Director Tim McDonough and reviewed.

Tim followed up with Laurie Marble from the town regarding a police response to a security alarm last month, and he provided the appropriate phone number for any future alarm issues.

Current Landscaping Vendor -will no longer be available to provide services- so he will be He will be putting out feelers and seeking recommendations.

The Association of Small and Rural Libraries will be having a conference day in September, and he plans to send staff member(s).

He received an email from Google containing a report of business profile interactions, which documented an increase from last year.

Successful distribution of all 500 pairs of eclipse sunglasses.

Outreach position- Tim will provide a job description for review and consideration at the next board meeting.

The Summer Reading program is in the planning process with a few changes, from Tuesday and Thursday to Mondays and Wednesdays. Storytime will go through July and follow up with a weekly drop-in craft session, with a more involved craft- and a longer drop- in time in which to complete it.

Summer Reading Prizes – The goal is to read for 20 hours over the summer between June 17th- August 17th.

Tim recommended approval of \$500.00 for Summer Reading Program prizes and will request funding from the Friends of the Library. A motion to approve requested funding by James Formosa and seconded by Francis Hogan. All in favor, none opposed.

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 – a partial payment has been made with additional billing anticipated upon completion.

SAM Grant – possible projects include Heating and Cooling, Circulation Desk. Tim confirmed no competitive bidding needed for doors /reception area, but we do anticipate additional costs for the plan drawings, but no firm time frame. Tim suggested we may want to consider moving the reception/circulation desk project to 2025.

New Business:

2025 Budget Ratification- discussion of final copy of budget received April 10th via email. There being no further changes, a motion to accept by James Formosa seconded by Francis Hogan.

SALS Annual Meeting (5/20/24) Tim reviewed that all trustees are invited to attend, and he will need to submit the number of attendees by May 3, please let him know if you plan to attend.

New computers (3) to be purchased- total \$3165.00- Motion to accept James Formosa and seconded by Chris Connell. All in favor none opposed

Public Comment: none

The next meeting is scheduled for May 14, 2024, at 6:00.

Motion to adjourn was made by Chris Connell at 6:58, seconded by Francis Hogan. All in favor, none opposed.

Respectfully submitted,

Katharine Horn, Trustee