**Waterford Public Library**

117 Third Street, Waterford, NY 12188

Board of Trustees Meeting Minutes of July 9, 2024

**Attendees:**

Director: Tim McDonough

Trustees present: Christine Connell, Liz Callaghan, Katharine Horn

Absent with notice: James Formosa, Francis Hogan

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

Tara King swore Katharine Horn in for a 5-year term as Trustee for the Waterford Public Library and Katharine Horn signed the Oath of Office for the position.

**Minutes:**

Minutes were reviewed. A motion to approve the minutes was made by Christine Connell and seconded by Katharine Horn. All in favor, none opposed.

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on June 30, 2024, was $938.53
* Total expenditures for June 2024 were $75,147.47. Motion to approve the General Ledger was made by Christine Connell, seconded by Liz Callaghan - all in favor, none opposed.
* Balance Sheet was reviewed.
* Review and approval for payment of warrants – motion to approve was made by Christine Connell and seconded by Katharine Horn.

**Director’s Report:**

* The Director’s Report and Youth Services Report were handed out by Director Tim McDonough and reviewed.
* Meetings attended – SALS Directors Council meeting via Zoom; meeting with Darcey Larabee to offer her the contract position as outreach advocate beginning June 30th, which she accepted.
* Physical grounds – HVAC upgrades have been completed.
* June programs were well attended.
* Museum has received extra abundance from Capital Roots which has been well-received by library patrons of the program.
* The Library’s part-time staff member, Orion Moylan has resigned due to the necessity of her working at a family farm.
* Liz Albanetti has been attending the Waterford Readiness program, this year held at St. Mary’s School. Liz attends weekly on Thursday and provides storytime and a craft.
* Motion to accept the Director’s Report was made by Liz Callaghan and seconded by Christine Connell – all in favor, none opposed.

**Old Business:**

* Roof project – complete except for the bird deterrent system. The figures indicate that the project comes about $17,000 below the anticipated amount. However, a generator, needed because of the new heat pump, will require that amount. Director McDonogh will file an amendment to SCOPE for the adjustment.
* SAM grant – Director McDonough needs to get new quotes for doors, the circulation area, etc. to submit to DASNY and they will pay out that portion of the grant.
* Landscaping/Removal of trees – no update
* Audit – Christine Connell had emailed Linn Morin, Bookkeeper, regarding this but has not received a response yet. The firm that the library formerly used is no longer in business and other firms contacted are no longer taking on new clients. Director McDonough will contact Sara Dallas and request a list of CPA firms that audit libraries. He will forward the list to Christine Connell.

**New Business:**

* SALS 2023 Annual Report is available on their website.
* Since we need to schedule an additional meeting next month to discuss hiring process for a new director, and since Director McDonough will be away the regularly scheduled meeting date of Aug. 13th, we will re-schedule the August board meeting for Tuesday, August 6th. The board members will also meet on August 13th to discuss the hiring of a new director for 2025.
* NYCON (New York Council of Nonprofits) – SALS Finance and Administration Manager Colleen Smith provided NYCON contact info to Christine Connell. NYCON might be able to help us with legal and HR services.

**Public Comment:** none

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

Motion to adjourn was made by Christine Connell at 6:55 seconded by Liz Callaghan. All in favor, none opposed.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary