**Waterford Public Library**

117 Third Street, Waterford, NY 12188

Board of Trustees Meeting Minutes of June 11, 2024

**Attendees:**

Director: Tim McDonough

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

Absent with notice: James Formosa

President Chris Connell called the meeting to order at 6:02 pm.

**Minutes:**

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

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on May 31, 2024, was $3,042.44
* Total expenditures for May 2024 were $32,441.02. Motion to approve the General Ledger was made by Francis Hogan, seconded by Kathy Horn - all in favor, none opposed.
* Balance Sheet review – The Pioneer account will be zeroed out and eliminated eventually, the tax settlement checks have been paid from this account and the account is not earning interest.
* Review and approval for payment of warrants – motion to approve was made by Chris Connell and seconded by Francis Hogan.

**Director’s Report:**

* The Director’s Report and Youth Services Report were handed out by Director Tim McDonough and reviewed.
* Meetings attended – Joint Automation Council.
* Physical grounds – Tara King and Chris Connell have completed planting in the window boxes, staff will take turns watering.
* Tara took Civil Service Library Program Coordinator exam.
* Museum pass program has seen more activity.
* Scavenger hunt family program will kick off in a couple of weeks.
* Motion to accept the Director’s Report was made by Liz Callaghan and seconded by Francis Hogan – all in favor, none opposed.

**Old Business:**

* SAM grant – Director McDonough has a meeting with DASNY tomorrow.
* PT Outreach position – This person can switch out with Tara at the Farmer’s Market table. We can also see what other libraries are accomplishing in regard to the “Human Library” Project and bring back recommendations.

Chris Connell offered a motion to create a Community Laison position for a maximum of 40 hours a month, at $16.00 per hour. Motion seconded by Francis Hogan, all in favor and none opposed.

* Landscaping/Removal of trees – Director McDonough will put an inquiry out on social media.
* Director’s Manual – Director commented that chronological requirement should be kept flexible so that they can be easily revised, etc. Chris Connell addressed the need for contact information for vendors, contractors, copier info, etc. and that we should have a draft by our next meeting.
* Personnel Policies – SALS Director Sara Dallas loaned Chris Connell a book about Library Personnel Policies which will be very helpful. Additionally, we have membership in the Council of Non-Profits through SALS. They have staff who can assist us with our policies. Chris Connell stated that, by our next meeting, we will have a Policy Manual in place.

**New Business:**

* 2025 Budget – Director McDonough will send the budget numbers to WHUFSD to be placed on the tax bills. The final vote was 41 yea, 0 no. Katharine Horn we elected unanimously to serve as trustee.
* Board of Officers rotation July 1, 2024 to June 30, 2025 – President, Christine Connell; Secretary, Liz Callaghan; Financial Laison, James Formosa.
* Meeting moved to Executive Session to discuss a personnel matter at 7:05
* Board meeting resumed at 7:17

**Public Comment:** none

The next meeting is scheduled for July 9, 2024, at 6:00.

Motion to adjourn was made by Christine Connell at 7:17 seconded by Francis Hogan. All in favor, none opposed.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary