**Waterford Public Library**

117 Third Street, Waterford, NY 12188

Board of Trustees Meeting Minutes of March 12, 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 6:00 pm.

**Minutes:**

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

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on February 29, 2024, was $6,809.62.
* Total expenditures for February were 2024 were $226,976.33. Motion to approve General Ledger was made by Christine Connell, seconded by James Formosa - all in favor, none opposed. Lin Morin has an appointment with Trustco to set up 3-6 month CDs with a $4.6% interest rate, with one withdrawal per term with no penalty.
* Review and approval for payment of warrants – motion to approve was made by Francis Hogan and seconded by Katharine Horn.

**Director’s Report:**

* The Director’s Report was handed out by Director Tim McDonough and reviewed.
* Meetings attended – Director’s Council via Zoom.
* Physical grounds –The roof project is 80% complete. They will return in the spring to the remaining painting. James Formosa asked about wire screens on the roof for protection from critters. Director McDonough will address this with the roofers when they come back in the spring. Apex Plumbing submitted an estimate for the water fountain.
* The future of our food pantry is in jeopardy since Capital Roots is gearing more toward assisting traditional food pantries.
* Tara researched mounting systems for artwork. The best and most economical for our needs is a system of two 5ft sections of railings with hooks, etc.at a cost of $150.24. A motion to approve the purchase of the mounting system was made by Francis Hogan and seconded by James Formosa.
* Motion to accept the Director’s Report was made by James Formosa and seconded by Liz Callaghan – all in favor, none opposed.

**Old Business:**

* Roof project update – other than painting, it is completed.
* SAM Grant – HVAC, heat pumps are estimated at $36,000, powered by electricity instead of gas. East door will match other doors. Office, circulation area discussed. Approved at $125,000 level. Director McDonough asked Dormitory Authority if we could do the HVA part, submit documentation, get reimbursed and move on. He did not get a positive response.
* Tax settlement payment - checks have been delivered. We are current with NYS retirement.
* PT Outreach position – Director McDonough had a conversation with Darcy Larrabee concerning the outreach position and how she could help with the “Human Library” Project.

**New Business:**

* Policy Review – tabled to April.
* Budget calendar – most of the work can be done via email. We will set aside extra time at the April regular meeting to discuss and meet again on April 16 if necessary.

**Public Comment:** none

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

Motion to adjourn was made by Christine Connell at 7:09, seconded by Francis Hogan. All in favor, none opposed.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary