**Waterford Public Library**

117 Third Street, Waterford, NY 12188

Board of Trustees Meeting Minutes of May 14, 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 Francis Hogan and seconded by Liz Callaghan. All in favor, none opposed.

**Financials Reviewed:**

* Balance Sheet - Citizens Operating Fund balance on April 30, 2024, was $3226.35
* Total expenditures for April were 2024 were $53,649.43. Motion to approve General Ledger was made by Christine Connell, seconded by Francis Hogan - all in favor, none opposed.
* 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 was handed out by Director Tim McDonough and reviewed.
* Meetings attended – Director’s Council on Zoom on April 16th.
* Physical grounds – new water fountain/bottle filler installed.
* April 5th jazz concert was well attended, next concert in October, when we welcome Sarah McQuaid from Wales.
* An adult summer reading program is being planned.
* In addition, Director McDonough mentioned that Bickford Landscaping provided a quote for spring cleanup and application of mulch for $1,545. Other quotes will be sought.
* Motion to accept the Director’s Report was made by Francis Hogan and seconded by Liz Callaghan – all in favor, none opposed.

**Old Business:**

* Roof project update – other than minor finishing touches, it is completed.
* PT Outreach position – Darcy Larrabee will be at the June meeting to discuss how she could help with the “Human Library” Project.
* SALS annual meeting is next Monday

**New Business:**

* Civil Service - waiting for audit of our payroll review. After that, Director McDonough will call the county and possibly set up a sit-down meeting with them.
* We will need to look at the ”New Director Recruitment” publication by our next meeting.
* We also need to review our personnel policies and our leave policies.
* Our insurance broker has an HR component. Considering outsourcing the HR component of the Director’s position when the new director comes in is an option.
* We should consider if IA can develop policies for the library
* Budget vote day is Wednesday, June 5th

**Public Comment:** none

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

Motion to adjourn was made by Christine Connell at 7:00, seconded by Francis Hogan. All in favor, none opposed.

Respectfully submitted,

Liz Callaghan, Board of Trustees Secretary